



## Nursery Admissions Policy 2023-2024

Our Happy Hearts Nursery is for 2 year olds, from the term after their second birthday. Children are then welcome to stay on with us and apply for a place at Early Explorers from age 3-4. We are very happy to welcome families directly into Early Explorers at age 3, regardless of whether they joined us prior to this or not.

When children are in the term before their third birthday, they transition into the Early Explorers pre-school. Should there be any extenuating circumstances that mean this is not possible, this will be discussed with parents beforehand.

### **Sessions:**

Our session times are Monday-Friday: 7:30am-6pm. We offer flexible term time only care. Morning sessions are 8.45am-11.45pm. Afternoon sessions are 12.15pm-3.15pm. Lunchtimes and wrap around care are available and should be requested when applying for a Nursery place.

Parents/carer can request additional or ad-hoc sessions, however these will be accepted at the discretion of the school. Instances where this may be accepted include, but are not limited to: funerals; parent meetings with school or other professionals; instances involving safeguarding or at social worker request; personal emergencies.

### **Fees and Funding:**

For 2-3 year olds, the fees are £4.25 per hour and payments are required in advance. Fees must still be paid if the child is absent and for places to be kept in Happy Hearts, the fees must be paid.

We accept 2 year funding in Happy Hearts for the following criteria:

- Income Support
- Income-based Job Seekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit (for children born after 01/01/2016 and whose parents on on Universal Credit, their household earnings must be less than £15,400 per year)
- Support through part 6 of the Immigration and Asylum Act
- The guaranteed element of State Pension Credit
- Child Tax Credits, with an annual household income of no more that £16,190
- Working Tax Credits, with an annual household income of no more that £16,190
- Working Tax Credit 4-week run on (paid for 4 weeks after a family stops qualifying for Working Tax Credits)

For 3-4 year olds, the fees are £4.25 per hour, with a minimum of 3 hour sessions. Children will qualify for Government funding of fifteen hours a week the term after their 3rd birthday, and any additional sessions beyond this 15 hours will need to be paid for.

### **Admissions and Allocations:**



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All places for admission to the Nursery at Oasis Academy Warndon are allocated directly by the Oasis Academy Warndon's own Admissions Authority.

We allocate places in our 2 year old room and 3-4 year old pre-school on a first come, first served basis, regardless of catchment area of sibling connection.

If demand for places exceeds the number of places available in our Nursery, children are placed on a waiting list in first come, first served order. This waiting list is maintained by our office admissions team at Oasis Academy Warndon. Should a place become available, they will contact the first person on the waiting list who is seeking the sessions that have become available.

There are some exceptional circumstances which may mean that a child's place takes priority over the first come, first served waiting list. These are:

- 'Looked after' and previously 'Looked after' children. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- Children with exceptional social/welfare reasons and/or it has been recommended by a social worker that the child attends a nursery setting.
- Children of staff at the mainstream school, where that member of staff has been employed for two or more years, or is recruited to fill a post for which there is a demonstrable skill shortage. The criteria relating to the staff at the academy will relate to all Oasis Community Learning and Oasis Community Partnership staff.

### Children with SEND

We do not discriminate against a child with a disability or refuse a child entry to our nursery for reason relating to disability.

Prior to a child attending our nursery, however, we may need to ensure that we have staff in place who are able to support children with SEND or medical needs. This could be due to specific training needed to support medical needs, or because a child needs 1:1 support to keep themselves and others safe. In this instance, we may need to delay a start date until the correct staffing has been secured. This will be communicated with parents/carers throughout the admissions process, beginning the close relationship with parents as partners.