



Admissions Policy

September 2021

To be reviewed September 2024

Aims of the Admissions Policy:

Abercromby Nursery School is committed to a fair and open admission system to all children and their families, providing equality of opportunity and including children of all needs. We aim to work with all families from the area surrounding the school, as well as children from other areas of the city and beyond.

Applying for a Place

- Applications should be made directly to Abercromby Nursery School by parents/carers and outside agencies and can be received at any time.
- Abercromby Nursery School takes children from 2 years old. If a child is younger than this, (but older than 12 months) parents/carers will be asked to fill in an enquiry form providing information for our electronic waiting list.
- The electronic waiting list is kept and used to inform our place allocation – see criteria below. The Nursery will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Nursery.
- Once Parents/carers have shown an interest in the Nursery, they will be signposted to our Family and Toddler Group, “Little Seedlings” and encouraged to come and visit sessions with their children during the month before they are due to start. We aim to build warm and trusting relationships before the child is admitted, to ease transition to starting Nursery.
- Before children start, an admissions pack will be given, which includes the Abercromby Nursery School Handbook, admissions forms and consent forms.
- If and when a space is available, children can start when parents have filled in all the relevant forms and provided a birth certificate. A Home Visit will be offered as part of the Settling in process.

N.B. Requesting a place and completing an application form does not ensure that a place must be offered.

Admissions Criteria:

Nursery places are awarded according to the following criteria in order:

1. children classed as being “looked after” (all schools must have this as a top priority)
2. children with an Education, Health and Care Plan
3. children who are eligible for Early Years Pupil Premium or 2 year old funding
4. children who have a brother or sister at the school already
5. date of application

Places and hours available:

In Oak Tree Room (for children who turn 4 during the academic year)

There is space for 30 children at a time. These can be:

- Children aged 3-4 years entitled to a universal offer of 15 hours funded education a week (all 3-4 year olds are entitled to a place in the term following their 3rd birthday)
- Children aged 3-4 years where both parents work (or where a single parent works) the equivalent of 16 hours at the minimum wage, who are entitled to an additional funded 15 hours, taking their total hours up to 30. This is subject to availability.
- Summer born children who turn 4 between 1st April and 31st August and who would normally take up a Reception place at a primary school in the September following

their 4th birthday. These children can defer their Reception place for a year due to their relatively young age.

- Children aged 3-4 whose families wish to pay for extra sessions, subject to availability

In Willow Tree Room (for children who are 2 and children who turn 3 during the academic year)

There is space for 25 children with a maximum of 12x 2 year olds at any one time. These can be:

- Children aged 3 who are all entitled to a universal offer of 15 hours funded education a week (all 3-4 year olds are entitled to a place in the term following their 3rd birthday).
- Children aged 3 where both parents work (or where a single parent works) the equivalent of 16 hours at the minimum wage, who are entitled to an additional funded 15 hours, taking their total hours up to 30. This is subject to availability.
- 2 year olds whose families are in receipt of certain benefits who are eligible for 15 hours funded education.
- Children aged 2-3 who wish to pay for sessions, or extra sessions on top of their funded hours, subject to availability

Sessions Available:

At Abercromby, children can choose between attending:

- Start/week;
Monday 8.45 am – 2.45 pm
Tuesday 8.45 am – 2.45 pm
Wednesday 8.45 am – 11.30 am
- End/week;
Wednesday 12.00 pm – 2.45 pm
Thursday 8.45 am – 2.45 pm
Friday 8.45 am – 2.45 pm
- We would prefer children to take their 15 hour entitlement over the 2½ days as outlined above, but are occasionally able to offer 5x morning or 5x afternoon places, e.g. for children with SEND.

Paying for extra sessions

- Extra sessions can be purchased at £5.50/hour subject to availability
- If parents/carers wish their child to attend all week this would cost £82.50 for the additional 15 hours.
- Any additional hours must be paid for monthly, at the start of the month.
- At Abercromby Nursery we understand that the cost of extra childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children, with fully qualified and trained staff is not cheap and to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its policy with regard to fees.

Settling In

All children are different in their ability to cope with new experiences and change. Our aim is to support each child and their family to ease the transition into starting Nursery, to make this as positive an experience as possible. We do not have a “one size fits all” approach to settling in children, but will work with families to find the most suitable solution. This will typically include:

- Families attending our family and toddler group “Little Seedlings”
- Children being encouraged to visit the class with their parents/carers before they start, to explore all that is on offer, and become familiar with the staff and children.
- A Home Visit, where staff will come and spending time getting to know the child and their family in familiar surroundings.
- Once a start date has been given, children will visit with their parents/carers and once confident will be left for an hour.
- If they cope with this then children will then stay for half days.
- Once a child is staying happily for half days, they will start staying for lunch, going home afterwards.
- Finally, children will stay for their full 2 ½ day sessions.
- If children are struggling to settle without parents/carers, a more gradual approach will be taken, e.g. leaving the child for 5 min one day, 10 min the next, 15 the day after etc. to build up the child’s confidence that the parent/carer will return.
- Some children who are very confident, or who are used to going to Nursery already, may settle very quickly and so cope with staying for their full sessions after a much briefer settling in period.

See “Settling in and Keyperson” policy for more details