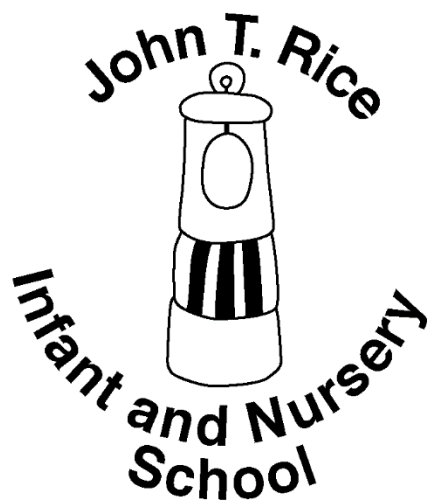


John T. Rice Infant and Nursery School

Nursery Admissions Policy



Principles

John T Rice Infant School is committed to providing high-quality early years education in a safe, nurturing, and stimulating environment. This policy outlines the criteria and procedures for admissions, including access to government-funded childcare.

If you require any further information about anything contained in this policy, please contact our school office on 01623 465588 or email office@johntrice.notts.sch.uk

Aims

- To ensure a fair, transparent, and consistent admissions process.
- To make nursery provision accessible to all eligible children.
- To provide clear information about funding entitlements.

Introduction

At John T Rice Infant School, we are committed to consistently offering a high standard of education and care within our Nursery setting.

We ensure statutory duties are met and adhere to the following legal and statutory guidance:

- *Statutory Framework for the Early Years Foundation Stage (EYFS)* (DfE, 2021)
- *Education Inspection Framework* (Ofsted, 2019)
- *Keeping Children Safe in Education* (DfE, updated annually)
- Equality Act 2010

This policy applies to all staff involved in nursery provision, including early years practitioners, support staff, leaders, and volunteers and covers all nursery-aged children (3–4 years old) at John T Rice Infant School.

Values and ethos

We value everybody within our school community and pride ourselves on our empathetic approach. We believe that everyone is equal, has the potential to be the best they can be and with the right approach, nurture and kindness will thrive. It is our view that until a child feels safe and nurtured they will not be ready to learn.

Our aims and values at John T Rice Infant School-

Joining in and 'a have a go' attitude

Open-minded individuals

Honest and kind behaviour

Nurturing, safe environment

Tolerance and understanding

Respect for others

Independent and resourceful children

Confident and happy learners

Exciting, imaginative fun experiences

Interesting and vibrant curriculum

New opportunities

Fun-filled days

Approachable friendly staff

Never give up attitude

Together with parents to nurture children

Skills, knowledge and understanding to prepare children for a bright future.

Statutory Compliance

Legal Framework

- EYFS statutory requirements.
- Ofsted registration and inspection requirements.
- Data protection regulations (UK GDPR and Data Protection Act 2018).
- SEND Code of Practice (DfE, 2015).
- Health and safety legislation.

Eligibility

Your child is eligible for a nursery place from the school term after their third birthday.

Birthday between:	Earliest your child can start Nursery	Term
1 st April - 31 st August	September following their 3 rd Birthday	Autumn
1 st September - 31 st December	January following their 3 rd Birthday	Spring
1 st January – 31 st March	April following their 3 rd Birthday	Summer

The school year starts at the beginning of September and finishes the following July. This makes the term starting in April the last intake of that school year. If your child is due to start in April, you may find that the places are filled by children starting in September and January. If this is the case, you will be considered for the following September entry and there is no need to reapply.

Your child can stay in Nursery until the end of the academic year following their 4th birthday.

Please note that attendance at John T Rice Infant School Nursery does not guarantee a place at John T Rice Infant School. Parents must submit a separate application either to this school or another school of their choice.

Places are allocated according to sessional availability.

We offer places to children who are eligible for the universal government-funded entitlement of up to 15 hours per week.

We will offer additional sessions up to a maximum of 30 hours per week to working parents of 3 and 4 year olds who meet the eligibility criteria (please see <https://www.gov.uk/childcare-calculator>) and are approved in accordance with our admissions policy. There is a maximum number of 30 hour places available and at John T Rice we have made the decision that this will be 12.

It is important that parents who believe they are eligible for the 30 hours extended funding apply using the online checker (<https://www.gov.uk/childcare-calculator>), the term before their child is due to start Nursery. For example, those starting in the Autumn term must apply for their eligibility in the Summer term. If eligible, you will receive an online code which must be

provided to school. Parents must also reconfirm their eligibility before the end of every term to continue receiving funded hours for the following term. On application to school for a nursery place we ask parents to indicate on the application that they would like a 30 hour funded place.

Admissions and Funding

We are a 26-place Nursery offering morning, afternoon, and full-day sessions, including government-funded places for eligible children (15 or 30 hours per week).

Nursery Session Times for 15-hour children

- **Morning Session:** 8:30am – 11:30am
- **Afternoon Session:** 12:30pm – 3:30pm

30 Hours Funding Options

For children eligible for 30 hours of funding, we offer two attendance options:

Option 1 – Extended Hours (35 hours per week)

- **Time:** 8:30am – 3:30pm (7 hours per day)
- **Additional Cost:** £3 per day to cover the extra hour (total £15 per week)

Option 2 – Standard Hours (30 hours per week)

- **Time:** 8:30am – 2:30pm
- **Additional Cost:** None

Applying for a Nursery Place

- Parents who wish for their child to attend John T Rice Infant School Nursery should apply to join the waiting list by contacting the school office at office@johntrice.notts.sch.uk and requesting an application form. This can also be collected directly from the school office. This then must be handed into to the school office.
- For September start dates the school office will contact parents via phone and offer them a place – this normally takes place in the spring term prior to September.
- If there are any places still available in the autumn term, parents of children, who are eligible to start in January, are contacted by the school office via phone normally in October.

- If there are any places still available in the Spring term, parents of children who are eligible to start in April, are contacted by the school office via phone normally in February.
- In the term before the provisional start date, parents will be contacted and invited to attend a 'Stay and Play' session in the Nursery. This session allows children and parents to meet staff, explore the learning environment, complete paper work and ask questions.

Please note: A nursery place will not be offered unless both the child and parent(s) attend this session.

- Following the 'Stay and Play' session, a place may be offered to the child, subject to availability.
- All children who are offered a place will also be invited to attend transition sessions, providing an opportunity to settle into the setting and discuss any further questions regarding their start.
- Priority for nursery places will be given to children of the appropriate age, in the order that applications were received.
- If after a stay an play session it is felt a child needs a slower transition into nursery this will be discussed with parents, prior to the start date.

Safeguarding and Welfare

Safeguarding Arrangements

Safeguarding Arrangements in the Nursery at John T Rice Infant School are in line with *Keeping Children Safe in Education* and the EYFS safeguarding and welfare requirements.

There are 3 DSL's within school – Shelley Bennett (Headteacher), Joanne Smith (DHT) and Kerry Scotney (EYFS Lead)

All safeguarding concerns are reported via the schools' safeguarding system – CPOMS.

The school works in partnership with Local Safeguarding Partnerships and adopts a multi-agency working approach.

Staff-to-Child Ratios

Statutory ratios in accordance with EYFS are adhered to at John T Rice Infant School:

- 1:13 for Qualified Teacher Status / EYTS / EYT with a Level 6
- 1:8 for Level 3 qualified staff

- 1:4 for Level 2 where appropriate

All staff have Pediatric First Aid qualifications and annual safeguarding training.

Parent and Carer Communication & Reporting

- We value open, two-way communication between Nursery staff and parents to support each child's progress and experiences.
- Parents are reminded that poor attendance may result in their child's place being withdrawn.
- Two formal Parents' Evening sessions are held each year.
 - Children moving into Reception will also receive a written end-of-year report in the Summer Term.
 - For children remaining in Nursery, a formal parents' evening session will be provided instead.
 - We use Tapestry, an online learning journal, to share your child's learning journey and provide regular updates about the curriculum.

This policy was agreed by staff and the Governing Body. This policy was reviewed in Autumn 2025 will be reviewed in 2028.