



Grace Owen Nursery School

Admissions policy and procedure

Grace Owen Nursery School is an inclusive setting and offer access to high quality nursery school experience. Involvement in such early education has been proven to lead to better outcomes for children both educationally and socially and enable children to have the best possible start in life and fulfil their potential. We are respectful of equality and diversity and this is reflected in our policy for admissions. We welcome all children and families and all have equal opportunity to admission regardless of gender, religion or ethnicity.

The school is open from 8am until 6pm, Monday-Friday. It is closed for one week at the end of August (August bank holiday week) and approximately one week over the Christmas period. In addition, it is also closed on all bank holidays and for five staff training days each academic year. No charge is made when the school is closed.

All children, aged three or four are entitled to fifteen hours free early learning during term time and we have 39 places available both morning and/or afternoon (9am – 12.00pm or 12.00pm- 3.00pm). Those entitled to a further 15 hours Extended Entitlement may take their hours between 8am and 6pm either 30 hours a week in term time or 24 hours a week over the full year.

Some two year olds may also be entitled to a fifteen-hour free early learning place. Please check the criteria. The session times for these places are also 9am – 12.00pm and/or 12.00pm- 3.00pm and are offered either for term time only places or extended over a full year, for twelve hours a week. There may be occasions we make exceptions to these times to accommodate work patterns or vulnerabilities.

Childcare places for children from six months old to school age are also offered between 8am and 6pm and are charged at £5.50/hour for children under 3 and £5.00/hour for all those the term after their 3rd birthday onwards. School holiday places for children up to the age of eight are also offered subject to availability.

If you are considering a place at Grace Owen for your child, you should first ring to arrange to come and look around the nursery. If suitable you then need to fill in an admission form and select your preferred hours.

If a place is not available immediately your child will be placed on a waiting list. Children will be offered a place based on the date of this application. There are some exceptions to this. These are;

- Children in care
- Previously looked after children
- Children with special educational needs/disabilities or an EHCP
- Other children considered vulnerable (see attached list)
- Children with a sibling at Grace Owen
- Children of multiple births where the first child on the list would be offered a place but there would be no further place available for the second child or subsequent children

- Date of birth priority
- Earliest date of application

Parents/carers can register their child on the waiting list at any time after their child is born for any of the age groups. We will then phone to offer a place once one becomes available. Please ensure contact details are up to date.

Currently parents/carers have a choice to retain their nursery place into the child's reception year until statutory school age (the term after the child's fifth birthday). We will ensure that families who choose to do this are able to maintain their allocated hours and are given appropriate information and guidance. On the rare occasion that a parent/carer wishes to take up a nursery place for part or all of their child's reception year but are not currently on roll, the headteacher and governors will consider the application and **only** make the exception if they consider this to be in the best interests of the child and the other children in the Nursery.

Please also see our charging policy

Groups that may be considered vulnerable

- children living with domestic abuse, adult mental health issues and substance abuse
- children 'in need' or with a child protection plan
- children of offenders and/or those in custody
- those with protected characteristics as defined by the Equality Act 2010
- children who are being cared for by members of their extended family
- families identified by the local authority as 'troubled families' who have children under five
- families who move into and out of the area relatively quickly (transient families), such as asylum seekers, armed forces personnel and those who are living in a refuge.
- any other vulnerable groups or individual families including those young children and families identified as at risk of harm by other services – such as adult social care, schools, police, and health services.

The list is not exhaustive and does not imply that young children or families in any of these categories require additional support. The governors and headteacher will need to judge the level of additional support required given the information they have.

The following characteristics are protected characteristics— age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. 2010

Reviewed September 2022