



Together, we learn and grow



Collaboration



Courage



Curiosity



Creativity



Community

Shepherdswell Academy Nursery Admissions policy

Session Times

Morning Session: 8.40am to 11.40am

Afternoon Session: 12.10pm to 3.10pm

All Day Extended Care: 8.40am to 3.10pm (including the lunchtime activity session)

Who can apply for a place at our nursery?

Our wonderful nursery is organised into morning and afternoon sessions, 5 days a week catering for 2, 3 and 4 year olds. Your child may start at our nursery in the term following their 2nd birthday and stay until they start the Reception year of school.

The Times for Two's project provides funding for up to 15 hours of funded childcare education for eligible two year olds. Children that are 3 are automatically entitled to 15 hours per week childcare funded by the government. We offer these sessions as five morning sessions or 5 afternoon sessions and ask that children are registered with us for 5 days per week. In addition, we offer a number of 30 hour per week fully funded places, for those eligible and these are subject to availability.

Please check your eligibility here at www.gov.uk/apply-free-childcare-if-youre-working

We also accept Tax Free Childcare as payment for more information contact the school office.

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Currently, in Otters our provision for 3 year olds, we offer 26 morning and 26 afternoon places. Ladybirds our new provision for 2 year olds will offer 8 morning and 8 afternoon sessions. We are able to increase numbers to 40 across the whole nursery if there is the demand to do so.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Any extenuating circumstances affecting the child's welfare or the welfare of their family.

- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Children who have siblings who are already with us.
- Children that live in the catchment area for Orchard and Shepherdswell Academy.
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- A child requiring a full-time place (30 hours) may have preference over one requiring a part-time place (15 hours). This is dependent upon work commitments, occupancy, and room availability.

We operate an inclusion and equality policy and ensure that all children have access to nursery places.

Prior to a child attending nursery, parents must complete and sign a contract and registration form.

If your child is transferring from another setting there maybe notice period. Please ensure that this has been given before committing to start with Shepherdswell Academy Nursery.