

NURSERY ADMISSIONS POLICY



Prepared for:

Parkview Primary School

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Review date : March 2026 (Every 2 years)

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
May 2024	MJ	Addition under the FEEE section regarding small fee introduction.		

Admissions to Nursery

- Admission to Nursery is dealt with by our School Business Manager/Office Manager or School Administrator. The school will always follow the Derby City Admission Criteria, but we may be able offer non-catchment places, subject to availability
- We offer 52 full-time equivalent places – with space for a maximum of 26 pupils per morning and afternoon.
- Children will be accepted into our Nursery each September from the age of 3. When spaces are available, further intakes may be offered at set times throughout the year for pupils who have turned 3 years old, if spaces are available.
- Nursery places are offered during the early Summer Term, before your child is due to start in September of the same year. Nursery staff or a member of the office team will need to verify your child's original birth certificate. All parents must complete an admission form, providing contact numbers, medical needs etc. If a parent/carer fails to complete the appropriate documentation, your child will not be admitted. This is a safeguarding requirement.
- Please complete your nursery waiting list application early to avoid any disappointment. This can be accessed via the following link. <https://forms.office.com/r/a056j7k7v1>

Basic Eligibility criteria for 15 Hour Funded Places

Child must be three or four years old.

15 Hour Flexible Free Entitlement (FFE)

All children are entitled to a free place in an Early Years Educational Setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the term after their third birthday.

Parents/carers cannot access 15 hours of funded Nursery provision from more than one provider at the same time.

Our session times for children accessing 15 hours of Nursery provision are:

Morning Sessions	8.45am – 11.45am
Afternoon Sessions	12.15pm – 3.15pm

Eligibility Criteria for 30 Hour Places

- Parents must meet the government criteria for eligibility;
- Child must be three or four years old;
- Both parents must be working, or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage, or National Living Wage and each parent must have an annual income of less than £100,000.

30 Hours Free Extended Education Funding (FEEE)

Parents can check if they qualify and apply for the extended entitlement at www.childcarechoices.gov.uk. Parents will be given an eligibility code which must be submitted to the school for verification the term before the child will access their extended entitlement. This code will need renewing every 3 months.

Our session times for children accessing 30 hours of Nursery provision are:

All day Monday – Friday 8.45am - 3.15pm

If your child attends for 30 hours, they will be required to bring a healthy packed lunch. For this additional half an hour, there is a small fee of £2 per day to cover the staffing cost. This is payable each week, in advance, via school money. Due to the nature of the school day, children cannot be collected from the school for their lunch break, and returned for the afternoon session.

Any arrears will be dealt with our normal procedure and under the bad debt policy.

Admission Criteria to Foundation Stage One (Nursery)

1. Children living within the school's normal area who have an elder brother or sister at the school at the time of their admission.
2. Other children living in the normal area.
3. Children outside the normal area who have a brother or sister at the school at the time of their admission.
4. Other children living at an address within the ecclesiastical parish of Oakwood, whose parents have expressed a preference for their child to attend Parkview Foundation 1 (Nursery). These children will be allocated places on an age basis (eldest first).

Eligible birth dates (applies to 15- and 30-hour places):

A child born between:	Will be eligible for a free place from:
1st April and 31 August (inclusive)	1st September (or from the start of the Autumn term following their 3rd birthday)
1st September and 31st December (inclusive)	1st January (or from the start of the Spring term following their 3rd birthday if spaces are available, if not then from the Autumn term following 3rd birthday)
1st January and 31st March (inclusive)	1st April (or the start of the summer term following their 3rd birthday if spaces are available, if not then from Autumn following their 3rd birthday)

Attendance

Children's attendance will be monitored weekly. A nursery place requires regular attendance. If a child does not attend nursery regularly, they may be at risk of having their child's nursery place removed. Although Nursery is not compulsory, due to extensive waiting lists, we feel this is a fair process.

Parkview Primary Catchment Area Roads

- + Alderley Court
- + Applegate Close
- + Barnstaple Close
- + Bonnyrigg Drive
- + Brambleberry Court
- + Caldermill Drive
- + Cherrybrook Drive
- + Churchdown Close
- + Cornflower Drive
- + Countisbury Drive
- + Cressbrook Way
- + Dunkery Court
- + Elkstone Close
- + Evergreen Close
- + Field Head Way
- + Foxley Court
- + Holmoak Close
- + Larkspur Court
- + Limedale Avenue
- + Marigold Close
- + Meadow View Close
- + Oakdale Gardens
- + Oakside Way
- + Opal Close
- + Pearl Close
- + Pentland Close
- + Porlock Court
- + Selworthy Close
- + Sherston Close
- + Silverburn Drive 52-92 evens and 45-85 odds
- + Smalley Drive 124-152 evens and 121-151 odds
- + Solway Close
- + Springwood Drive 60-122 evens only
- + Teviot Place
- + Tissington Drive
- + Winchcombe Way
- + Woodrising Close

- Applications satisfying the same criteria will be decided on the basis of a straight-line measurement from the centre of the main 'dwelling' to the school using the National Ordnance Survey set points.

- Children with special needs which can best be met by our nursery, and Children Looked After will be considered for priority application.

- Parents interested in Parkview's Nursery will complete a registration form, via the online waiting list link on our school website. Office staff will then allocate and offer places based on the above admission criteria.

- **Nursery places do not guarantee admission into Reception at Parkview. Parents should apply for Reception places directly, through Derby City Council School Admissions Team. However, we will work closely with colleagues to ensure all pupils have a happy and successful transition into their first school, whether Parkview or another.**