

Allocation of Sessions Policy (Nursery and Pre-Nursery)

To be reviewed: Two yearly

Policy Agreed: 12th July 2017

To be reviewed: July 2019



Part 1

The Aim

To provide parents with the opportunity to choose their preferred session for their child.

Entitlement

Children have an entitlement to 3 hours of free nursery education per day over 5 days (Monday to Friday, 15 hours per week).

Responsibility for Allocation of Session Times

Admission to Hungerford Nursery School is regulated by an Admissions Panel. This Panel also has responsibility for awarding session times. The Panel will consist of the Headteacher, Chair of Governors and Admissions Officer and, if desired, a non-voting nursery teacher to confirm allocations within the policy. The Admissions Panel meeting will be arranged to give one clear term's notice before the child's entry to Nursery School.

Registering of Session Time Preference

Parents are sent an 'Intention' letter advising them that a place is reserved for their child. This letter asks parents to decline or accept the place and to indicate their 1st, 2nd or 3rd preference for the session times available.

Parents will be made aware that if they have an outstanding dinner money debt from a previous child they will be given a morning session, unless the debt is repaid in full before their child starts nursery. See Debt Management Policy and Procedures

Allocation of Session Times

We are pleased to be able to offer parents the opportunity to choose their preferred sessions for their child. We wish to support parents as much as possible and will try to provide the session requested. However, parents need to be aware that lunchtime capacity is limited.

- The Admissions Panel will meet to award session times.
- Places will be awarded on a first-come first-served basis.
- The Admissions Panel will allocate sessions in order of 1st choice, followed by 2nd choice, followed by 3rd choice, in the order that the requests have been received by the Nursery School office. Requests are dated and timed on receipt at the office.
- Priority will be given to children with Statements of SEN, LAC (regardless of age) or exceptional social grounds as supported by professionals.

- Once parents have been awarded their child's session time this will be their session time until they start school.
- A confirmation letter indicating the session time allocated will be sent to parents as soon as possible. If parents would prefer a different session time to the one that has been allocated they can make a request to go on a waiting list for that session time.

Part 2

Allocation of Children in Classes

Aim: To support children in transition to Pre-Nursery or Nursery School

Responsibility for the allocation of children in to classes:

This will be decided by headteacher and deputy headteacher.

Procedures:

Children will be allocated classes according to family groups – assigned to a keyworker who has already worked with the family. We will take into consideration any individual requests from parents but this may not always be possible due to numbers of children.