

Allocation of Sessions Policy (Nursery and Pre-Nursery)

To be reviewed: Two yearly

Policy Agreed: 6th February 2018 **To be reviewed:** February 2020



Review schedule (this policy will be reviewed annually)

Date	Description of any changes
01.04.2015	No Changes
15.07.15	Complete re-draft and simplification of policy
29.06.16	No changes
07.07.2017	Attendance at Pre-Nursery automatically grants a child a place at Nursery Including Aims Including reference to 30 hours Changed wording "we accept the names of any children living locally" should read " we accept the names of any children"
6.02.2018	Inclusion of the 30 hour entitlement and 2 year old entitlement Removal of reference to allocation of sessions awarded on a fist come first served basis.

Allocation of Sessions Policy

Part 1

The Aim

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

Entitlement

3 year olds – All 3 year olds have an entitlement to 3 hours of free nursery education per day over 5 days (Monday to Friday, 15 hours per week over 38 weeks).

2 Year olds – All 2 year olds are welcome but only some children are entitled to free places (15 hours per week over 38 weeks).

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 if necessary. 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. **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, or 2nd 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

Parents are offered the opportunity to choose their preferred sessions for their child. We wish to support parents as much as we can and will try to provide the session requested. However, parents need to be aware that lunchtime capacity is limited and places may be limited to those that are available.

- If necessary the Admissions Panel will meet to award session times.
- The admissions panel will do their best to allocate places fairly but will always ensure that the Nursery is kept at maximum capacity.
- 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 – preferably this will be 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.