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**Nursery Admissions Policy - September 2023/24**

**AIMS**

**Our aims are:**

* To ensure equal opportunity, access and entitlement to the benefits of high quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
* To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
* To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources and wider school environment.

**NURSERY SESSION OPTIONS**

* Broomhill Nursery is currently offering 15 hour and 30 hour options for Nursery.
* To access a 30 hour place you will need to check your eligibility and generate a code by visiting <https://www.gov.uk/30-hours-free-childcare>
* Numbers will never exceed 32 children in a session.
* The Nursery will always be staffed by one qualified teacher and two level 3 Learning Support Assistants.

**WRAP AROUND CARE 7.30 am – 5.30 pm**

Nursery children are able to join the school run breakfast club 7.30 am – 8.45 am. Where children are provided with a healthy breakfast choice of cereals, fruit, toast and yoghurts.

Progressive Kids offer nursery children after school care 3.15 pm – 5.30 pm and school holiday choices. Please see their website https://progressive-sports.co.uk/bristol-south-glos/ and contact Mitchell Quirke on 07583948759 who is happy discuss the provision they provide.

**CRITERIA FOR ADMISSION TO THE NURSERY**

* The school will offer children a place in Nursery after their 3rd birthday.
* Children who are in the care (Looked after Children)
* Children who are on child protection register and have older siblings at the school.
* Children who have a Statement of Special Educational Needs which names the school through Local Authority consultation.
* Siblings (including foster brothers and sisters who live at the same address)
* Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who have siblings and live nearest to the school.

Proof of a child’s date of birth and home address is required at the time of application, in the form of a child’s short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer’s name).

All applicants will receive a letter and a phone call from the school to let them know if a place is available. This will then be followed up by a home visit by the Class Teacher and Learning Support Assistant.

**NURSERY INTAKE**

* The Nursery will take children after they turn 3 years of age.
* A child will remain in Nursery until the end of the academic year in which they are 4 years old.
* All children settle differently to the nursery environment and routines. Settling periods are flexible as we aim to meet children and family needs.
* Any spare places will be allocated during the year, as they become available, to children who are on our waiting lists.

**ATTENDANCE & LOSS OF NURSERY PLACE**

* If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child’s parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places.
* If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head Teacher to arrange support.

**TRANSFER FROM NURSERY INTO SCHOOL**

* The offer of a nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes. All families will need to apply for a Reception place through Bristol Schools admissions. The Nursery staff are able to support with this.
* The Nursery and Reception staff work in collaboration as an Early Years department to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.

**WEBSITE INFORMATION**

To learn about our vision, ethos and curriculum please visit our school website https://www.broomhill-inf.bristol.sch.uk There are many photos, videos and school blogs that you may enjoy sharing with your child before visiting the school. You will also find links to uniform (optional in nursery) and nursery dinner menus.

Please telephone if you have any questions or would like to arrange a visit – telephone number 01173534440.

Reviewed: July 2023 Review: July 2024

Hayley Farthing, Headteacher Zoe Breen, Early Years Governor

