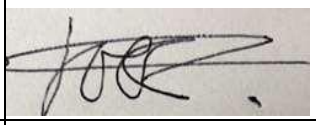
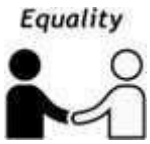
Darell Primary and Nursery School

Nursery Admissions Policy

Governors' Committee Responsible	Resources
Status	Statutory
Review Cycle	Annually
Date written/last review	September 2026
Date of next review	September 2027
Approved By: **Joe Porter - Headteacher**	
Approved By: **Laura Morgan - Chair of Governors**	

Darell, our values drive everything that we do. As a school, we value:









- Equality - we celebrate our differences and treat everyone equally and fairly.
- Responsibility - we take responsibility for our behaviour. We are kind and caring to ourselves and others.
- Enjoyment - we are passionate about learning and look for enjoyment in everything we do.
- Aspiration - we place no ceiling on what we can achieve. We challenge each other to be the best that we can be.

Application Place Criteria

Places are allocated strictly by this admission code and cannot be deviated from. If a place becomes available during the academic year, we will use the criteria outlined by the borough to allocate the place to a child on our waiting list. In the summer term places will be allocated to children using the same criteria, but priority will be given to those who will continue to attend Darell Nursery the following September. This is to minimise the transitions that the child must undertake.

The admissions deadline is set by the borough and changes annually, this is usually in March. The date that places are allocated is also set by the borough and changes annually (Usually the beginning of May).

The order in which are applications are processed is as follows:

- Children who are Looked After by a Local Authority
- Children who have an exceptional medical, social, religious, philosophical or Educational need which requires attendance at Darell rather than the child's nearest nursery as specified in an EHCP.
- Children with attending Siblings at Darell Primary and Nursery School.
- Children of Staff/Governors
- Children who will be three between the period 1st September and 31st December of the academic year being applied for.
- All other applications

Process for offering places

- Priority Places offered
- Children living closest to the school will be offered a place first; they will be offered their preference of place. Distance from school is measured using www.mapquest.co.uk This is based on the home address where the child usually resides.
- parents/carers wanting a particular attendance pattern after all those places have been allocated can request to be put on a waiting list. There is no guarantee a place in the requested attendance pattern will became available. Parents/Carers offered a place have 2 weeks to respond to their offer. If the school have not heard within this time frame the offer expires.

Places that become available during the school year will also be allocated according to this criteria

Before Starting: If your circumstances change after accepting a place and your child will no longer be starting at Darell, please notify us as soon as possible.

After Starting: Once your child has started, we require four weeks' written notice if you intend to withdraw them from Darell.

Funding Impact: Government funding stays with Darell throughout the 4-week notice period. If you withdraw your child before this period ends, your child's new nursery or setting will not be able to claim government funding for them until the 4-week notice period has officially expired.

We offer 13 places for 15 hours per week, 5 half days or 2.5 days (Monday, Tuesday all day and Wednesday morning or Wednesday afternoon, all day Thursday and Friday) for children aged 3 and 4 years old in our Nursery and 13 places for 30 hours per week, 5 full days, for children of eligible parents.

Funded Hour Places

We expect to have 13 spaces available for the extended 15 hour (30 hour) placements (However, this number is dependent on demand of each year's applications made before the application due date). These are allocated using the same admissions criteria as the 15 hour placements. A place is only guaranteed once they have received a 30 hour code from HMRC and this has been validated with the local authority. The hours are split across two sessions 8.45am – 11.45am and 12.15pm – 3.15pm. If you are eligible for the 30 hour code the cost of lunch club becomes voluntary, however you can make a voluntary weekly payment of £25.00 per week via the school Shop on Arbor.

Paying Extended Hours Places

We also have a limited number of paying spaces available, which will be offered using the same admissions criteria as the 15 hour placements. These places are on offer on receipt of a half terms deposit made payable to the school and is offered on a first come first served basis (prices available on school website).

Payment

Payment must be made a term in advance. Once a place has been offered, the first terms payment will be requested. Upon receipt of this payment, your place will be confirmed. Any questions or queries regarding this process please contact the school.

Early Years Pupil Premium (EYPP) Process

By completing and returning the Nursery funding form. We are only able to check for eligibility if you check the box on the funding form to give consent. This is done alongside our application for your child's 15 hour government funding.

Starting nursery

Before starting nursery each child will be offered a home or school visit. Two adults visit each family, one chats with the parents and looks at some of the paperwork that needs to be completed. The other staff member takes a basket of toys to enjoy with the child. Some children don't feel confident to interact with us at this point, but just getting used to being around us is the first step. Each child is different, and the settling in process varies to suit each child's needs. In the Nursery we gradually build up the number of children attending the session to reduce the business of the provision and make it an easier environment to settle into.
Parents/Carers are also asked to accompany their children for the first three sessions. Parents/Carers are encouraged to put increased distances between themselves and their child over these sessions so that their child starts to bond with the staff. Parents do this by sitting in other parts of the nursery, or being quite boring to encourage their children to try and find more exciting things to do!

Parents might also spend some time outside of the nursery rooms, in the reception entrance area to practice leaving their child and coming back again. We work closely with parents during the settling in process to try and make it as smooth as possible for children and for their parents. Those families accessing our extended day at Darell will also have a staggered start and their extended start date will be confirmed at the home visit.