

### ADMISSIONS POLICY

Hambledon Nursery School is a nursery school for children aged 2 – 5. The school is organised as follows:

Blue Room – children aged 2 – 3

Red Room – children aged 3 – 4

Hambledon Nursery School is an inclusive practice, where each child and family is treated fairly regardless of race, religion or ability. We oppose discrimination and prejudice and welcome all families to the setting ensuring they have the opportunity to access a high quality provision in care and education.

The Head Teacher and school Secretary are responsible for handling all admissions to the nursery school.

In certain circumstances permission may be granted to extend the time a child spends at the nursery up to and including the term in which they turn five. At that point a child reaches statutory school age and arrangements must be made to take up an appropriate school place.

All admissions are handled by submission of a Registration Form and handling fee. These are dealt with systematically by the date the Registration Forms are received by the Nursery School and an acknowledgement sent out. Provisional places are reserved according to the age of the child and the availability of spaces within the setting and will be confirmed the term prior to the start date. If no spaces are available then the child will be placed on a waiting list, which is also operated by date order, until such a time as spaces may become available.

Children already enrolled at the Nursery requiring extra sessions should contact the office. These enquiries will be handled in date order alongside the 'new starters' and waiting lists.

A term's notice in writing is required to cancel a place. Failure to give a term's notice will result in a term's fees being charged. Where sessions are booked in advance, a term's notice is required to reduce the number of sessions. If you are unable to give a term's notice due to unforeseen circumstances, then we ask you to inform the nursery school in writing whereupon the trustees will make a final decision on the outcome.

Hambledon residents – every effort will be made to accommodate the children of families moving into the village of Hambledon.

***In order to comply with our Protective Measures Risk Assessment and System of Controls, the following amendments to the Admissions policy have been made. Temporarily and all the while the coronavirus crisis continues.***

In some cases, it may be necessary to introduce a temporary cap on numbers to ensure that safety is prioritised. The nursery will seek to allocate places during the time of the coronavirus pandemic following government criteria as follows:

1. Vulnerable children including those on Child Protection Plan, Child in Need plans, being assessed under section 17 of Children's Act 1989.
2. Those with an EHCP and children identified with SEND needs.
3. Children eligible for Funded Early Education for Early Years Pupil Premium (EYPP)
4. Children who have at least one parent who is a critical worker and those in receipt of 30 hours funding.
5. 3-4 year olds nursery school leavers
6. 3-4 year olds
7. 2-3 year olds
8. New starters

Please note the above criteria can only be applied when a child's age group room is open and staffing levels support the running of the room.

Please be aware that if the nursery is informed of a positive case of coronavirus amongst the staff or children within the setting, the nursery will follow Public health England guidelines and may be required to close part or all of the nursery according to any advice provided.