



Orchards Infant School

ADMISSION POLICY – Little Orchards Nursery Class

A child can be admitted into our nursery class at the start of the September following their third birthday. Additionally, we often have a limited number of 5 term places available in January each year, for children who turn three between 1st September and 31st December. It is not possible to defer the offer of an Autumn term nursery place and still be guaranteed a place later in the year. We are typically full from January each year. We therefore do not have a regular Summer term intake for children who are due to start school in the following September.

Priority will therefore always be given to children taking up either a three-term or five-term nursery place. In line with government guidelines, from September 2018, Little Orchards Nursery class now offers 30- hour places as well as the universal 15-hour places. The 30-hour places are only available to those who qualify for the extended free funding. If you believe you meet the criteria for 30 hours free entitlement for 3-4 year old children, you must obtain an 11-digit eligibility code from HMRC. For details of how to apply for your code go to: <https://www.gov.uk/30hours-free-childcare> We need this code before we can confirm a 30-hour place in the nursery. If you wish to apply for a 30 or 15 hour place, please return any letter sent offering a place promptly.

All codes will need to be verified by us through the West Sussex Early Years Portal. Little Orchards Nursery class sessions run as follows:

15 hour places: Monday to Tuesday 8.50am – 2.50pm and Wednesday 8:50am - 11:50am

15 hour places: Thursday to Friday 8.50am – 2.50pm and Wednesday 11:50am - 2:50pm

30 hour places: Monday to Friday – 8.50am – 2.50pm

Gaining a nursery place

We offer places in the following order:

1. Looked after and previously looked after children.
2. Children who will have siblings attending Orchard's Infant and/or Orchard's Junior school upon entry to the Nursery.
3. Children who live in our catchment area.
4. Children who live out of our catchment area and parents have indicated a preference for their child to attend our school, if allocated, when they start in reception.

If a child is offered a place, confirmation, accepting the place in writing, must be received by the date stipulated in the letter. If this is not done the offer may then be withdrawn and the space offered to another child. The final decision as to when the child is admitted and the

allocation of beginning of the week, end of the week and 30-hour sessions rests with the school.

Rising Threes – children who are turning three during the term they start nursery

Priority is always given to children who meet the criteria above but where there is capacity in our setting to maintain high quality provision and safe staffing ratios, we consider 'Rising Three' applications. 15-hour places are offered to eligible two-year-old children, as per the Government free entitlement funding eligibility. We reserve the right to close admissions for new 'Rising Three' applications at any point during the year to ensure we have sufficient staff to meet any additional need for pupils already on roll.

Children will only be considered for a place during the term they turn three if they have a code for 15 hours free entitlement funding. Please go to the Government website to apply for this code.

Policy updated: May 2024

Policy to be reviewed: April 2025

Policy written by: Miss Sandra Worsfold (Deputy Headteacher)

Policy approved by: Ms Deb Wilkinson (Head of School) and Dr Paul Jones (Executive Headteacher)

