

Growing Together Federation

Bowerdean Nursery School
Mapledean Nursery School

ADMISSIONS

Admission to Bowerdean and Mapledean Nursery School is in accordance with Buckinghamshire Education Authority's Policy (Appendix 1 - Link), and has been approved by the governors of the school. The Governing Body has an admissions panel who are involved where required in the nursery admission arrangements.

Applications for nursery places may be made at any time during the academic year.

The school's Admissions Policy is available on the website.

We welcome children aged 2 to 4 years from the local community and surrounding areas. If demand exceeds the number of places available for a specific term, priority is given to the following children:

1. Looked after children
2. Children who have exceptional medical or social needs, which can only be met at that nursery school, supported by written evidence from an appropriate professional person
3. Children of staff where either:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Siblings who will still be in the nursery at the point of entry
5. Children living within two miles of the school according to the distance between the family's normal home address and the school's nearest entrance gate
6. Children who qualify for Early Years Pupil Premium
7. Any remaining places will be allocated firstly to multiple births and then on the basis of the child's date of birth, youngest first. If there is only one place left, and there is more than one child with the same birthday, the place will be allocated to the child living nearest to the school according to the straight-line distance between the child's normal home address and the school's nearest entrance gate.
8. Buckinghamshire children who are eligible for two-year-old funding (unless spaces are all taken)

Procedures

We operate a waiting list system. Parents are encouraged to view the school with their child before adding their child's name to the waiting list. Appointments to look around the school should be made via the school office. For the most part, children are admitted into the nursery at the start of

each new term, unless there are exceptional circumstances leading to a place being offered part way through a term.

Parents will be informed of a nursery place during the second half of the term before their child is due to start. Telephone confirmation is followed up by letter. Admission packs are issued shortly after.

If a child is eligible for a place at our school through 2-year-old funding, then we will require the funding code from Buckinghamshire Council authorising the child's funding.

For a child that is attending our 2-year-old provision and turns three during the academic year, we will offer them a place in the main Nursery when one becomes available. If we are full in the main Nursery, the child may remain in the 2-year-old provision until the start of the next term when they will move up to the main Nursery, if places allow. In exceptional circumstances, a child may be ready to move up to the main Nursery before their third birthday. This might be possible where there is a place, and will be offered at the discretion of the Headteacher.

The school day and funding

Bowerdean		Mapledean
Morning	8:45am – 11:45am	9:00am – 12:00pm or 8:45am – 11:45am (dependent on class)
Afternoon	12:15pm – 3:15pm	12:15pm – 3:15pm
30 hours	8:45am – 3:30pm (Mon-Thurs) 08:45am - 11:45am (Fri) (flexible pick up between 3:15-3:30)	9:00am – 3:00pm or 8:45am – 2:45pm (dependent on class)

Two-year-olds

Children who receive two-year-old funding are currently entitled to 15 hours free nursery education (5 afternoon sessions of 3 hours each).

Parents may also pay for two-year-olds to attend the nursery where they are not eligible for funding, if there is space. We stipulate that every child should attend for at least three sessions to enable them to get the most out of education we offer, and support the settling-in process. We do not currently offer full days for two-year-olds.

Three and four year olds

All three and four year olds are entitled to 15 hours of free nursery education (5 morning Nursery sessions of 3 hours each).

Some three and four year olds are entitled to 30 hours of free nursery education (5 Nursery sessions totalling 6 hours each).

We aim to offer as flexible provision as possible, but will encourage families to take up a consistent set of sessions (eg five consecutive mornings) where possible in order to enable children to reap maximum benefit from the nursery provision.

The extended school day	Mapledean	Bowerdean
Lunch club	12:00 – 12:30	11:45 – 12:15
Breakfast club	8:00 - 9:00	8:00 – 8:45
Afterschool club	3:00 – 4:00	3:15 – 4:15

Admission to any aspect of the extended school day is based on a 'first come, first served' basis. The number of children that can attend is based on the number of members of staff. Parents/carers should notify the office if they wish their child to join lunch club, breakfast club or attend an additional afternoon session. Parents should note that they will need to complete an advance booking form for the forthcoming half-term in order that we ensure adequate numbers of staff. **If your child is absent, parents/carers will still be charged.** Lunch club, breakfast club and additional afternoon sessions are available to all children that are at the school but we have the right to terminate a child's attendance if we feel that the additional hours are not suitable for them.

The cost of any aspect of the extended school day can be obtained directly from the school.

We look forward to welcoming new children to our outstanding Nursery, and are committed to providing a fair and equitable system for admissions. We will always support parents or carers who have any questions or concerns regarding admissions.

Appendix 1

For further information, on Buckinghamshire Council's Nursery Admissions Policy, please see:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/school-admissions-policies/nursery-admissions-policy-september-2021/>