

# Admissions Policy

## For Nursery (Foundation Stage 1)

February 2024

(To be reviewed February 2027)

Meersbrook Bank



Community Primary  
School

### Admission Limit

Meersbrook Bank Nursery is presently a 21 place Nursery.

We admit children from their third birthday. If parents would like a place from their child's third birthday, they may pay until the free place begins, according to the table in the next section.

### Free Places

All three and four year olds are eligible to access 15 hours of Free Early Learning (FEL) from the start of the term **after their third birthday**. This would be provided during Sheffield term time (following the term dates for Meersbrook Bank Primary School).

Some families could also be eligible for 30 hours of free entitlement. (Extended FEL Funding) In order to see if you are entitled to Extended FEL parents would need to visit:

<https://www.sheffield.gov.uk/home/schools-childcare/childcare-free-early-learning>

for the most recent eligibility criteria, and apply to the authority.

If successful, we are able to offer a maximum of twelve 30 hour places. (8.45am until 3.30pm each day.) The number of places for 30 hours will be reviewed regularly over the school year, and parents will be given notice of any changes.

We do understand that some parents may not wish to take up the full entitlement for their child however we would expect children to attend at least 12 hours of provision each week, or the equivalent of 4 full days (for a 30 hours place).

If parents require additional hours of childcare outside of their free (15 or 30 hour) package, they would usually be required to pay for this extra provision on an hourly rate.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer Term
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn Term

## **The Admissions Process**

Parents may apply at any time for a place for their child.

Parents complete the Nursery application form which is available by contacting the school office on 0114 2814423 or at [enquiries@meersbrookbank.sheffield.sch.uk](mailto:enquiries@meersbrookbank.sheffield.sch.uk)

We recommend that new parents book a visit to look around the Nursery before applying for a place. Please contact the school office to book an appointment.

## **Notification**

Parents will be notified of a place for their child via a confirmation letter which will also give details about arranging a date and time for a home visit. The letter will also include a start date for your child.

If we are unable to meet your preferred sessions, we will endeavour to help, by discussing alternative arrangements.

Parents must respond to the confirmation letter, accepting the place offered by the end of term-time (before the school holidays). If no reply is received the place will be offered to another child.

## **Oversubscription Criteria**

The School Leadership Team will consider the applications for admissions if places are oversubscribed.

The following is the order of priority in which applications will be considered:

1. Looked After Children
2. Children with a statement for SEND
3. Date of birth priority with oldest children admitted first
4. Children who have siblings in Meersbrook Bank Primary School

If all factors are equal then the earliest application will receive priority

If the Nursery is full, children's details will be retained on a waiting list and parents will be contacted if places become available.

## **Home Visits**

Home visits are optional but provide a good opportunity for the parent to share information about the child and for the nursery staff to share information about the nursery.

During the visit, the member of staff will request to see your child's birth certificate. This is a statutory requirement and applications are only valid once the prior to your child's first session in the Nursery.

## **Starting Nursery**

We welcome parents and their children for an initial look round.

The first few sessions in Nursery will be shortened sessions, to enable children to settle in. Parents are welcome to stay with their child for some of this time, but this isn't always necessary.

Our aim is for the transition from home to F1 to be as smooth as possible and we will always work with families to meet the individual needs of you and your child.