



Quality Education in a Christian Context

New Life Nursery School seeks to be an inclusive, caring and inspirational school providing opportunities for children, staff and families to develop physically, emotionally and spiritually in an environment where everyone is valued.

Admissions Policy

New Life Nursery School will admit children regardless of race, colour, religion, gender, ability or background.

A maximum of 24 places are available per session.

Eligibility

The Nursery will accept children aged 2 - 4 years. Three- and four-year old children may be accepted at any point during the term at the discretion of the Teacher in Charge. Two-year old children can start at nursery after the half term in which their second birthday occurs, subject to availability of sessions.

For two-year olds, EEE funding is only applicable to parents who are in receipt of appropriate benefits. All other children will be charged at our current rate until three-year old universal funding applies.

Admission forms will be considered in order of receipt and all offers will be made subject to availability of places, and at the discretion of the Teacher in Charge.

Children may be accepted to start in the Summer Term provided they are eligible to return to Nursery in the following September.

A child who is eligible to start in Reception may be accepted for the Autumn term only (September – December) in the following circumstances:

- 1. At the time of application parents must have applied for (or be in the process of applying for) a reception place but this has not been offered in any school within the local authority area.*
- 2. The child will not turn five before 31st December.*
- 3. The child is not considered developmentally ready to start reception in the September. This decision will be based on their assessment under EYFS criteria.*

A copy of the birth certificate or other proof of age must be available for inspection before admission.

Priority

If an applicant for a place has a sibling already at the nursery school then they will receive priority, subject to sessions being available.

Waiting List

If no spaces are available children may be placed on a waiting list. Offers of a place will be made in the order in which applications are received. Parents will be given the opportunity to consider taking up a place even though it may not be possible to offer the sessions requested. If parents do not wish to accept such an offer their child can remain on the waiting list until appropriate sessions are available.

Bursary Places

Up to 9 Nursery sessions may be offered free of charge (bursary place). A maximum of three sessions per week per child will be available through this scheme. These are offered in addition to any government funded sessions, which must be allocated to New Life Nursery School if available. Eligibility will be for children from families who meet at least one of the following criteria:

- * Income Support
- * Income Based Jobseekers Allowance (IB JSA)
- * Child Tax Credit
- * The Guaranteed Element of State Pension Credit
- * Support under part VI of the Immigration and Asylum Act 1999

Evidence will need to be submitted to apply for one of these assisted places. This evidence will need to be re-submitted each term for which the child wishes to have an assisted place. Examples of suitable evidence are:

- * Income Support and Job Seekers Allowance (Income based): Letter from the Department of Work & Pensions (DWP) granting or stating that they are entitled.
- * Child Tax Credit: HM Revenue & Customs form TC602.
- * Guaranteed element of Pension Credit: Pension Credit M1000 Award Notice.
- * Support under part VI of the Immigration and Asylum Act 1999: A letter from Social Services to confirm parents are receiving support.

The offer of a bursary place remains at the discretion of the Management Team.

Conditions of funding

Any sessions funded by the local authority can only be changed at the beginning of a term. It is a condition of funding by the local authority that children should attend for the whole term.

In the event of the nursery school failing to receive all or part of a term's funding from the local authority for any reason, we will claim any shortfall directly from parents by means of an invoice. Failure to pay any such invoice promptly may result in parents being asked to withdraw their child until payment is made.

Any sessions booked in addition to those covered by EEE funding will be charged at the current Nursery School rate. The current rate will be detailed on the fees sheet included in the Application Pack given to parents and is subject to annual review.

The Nursery School aims to be as flexible as possible in meeting parents' wishes as to the sessions their child attends, but once an offer is accepted (either for sessions booked at the beginning of a child's time at Nursery, or as the result of an increase to sessions agreed with the Teacher in Charge), then those sessions are chargeable for the whole of the current term, even if a child does not attend for any reason.

Except in extenuating circumstances and at the discretion of the Teacher in Charge, sessions may not be reduced mid-term. Should parents wish to reduce the number of sessions attended from the beginning of a term they must inform the Teacher in Charge before the end of the preceding term.

Although attendance under school age is not mandatory, parents are discouraged from taking their children away on holiday during term time. Parents must inform the Teacher in Charge of any holidays booked. Sessions will still be chargeable at the current rate.

Appeals procedure

If a family feels that they have been unfairly declined a place they may:

- * Ask for an explanation from the admission body by submitting their request in writing to the Managing Trustee.
- * Appeal for reconsideration by submitting a written request with details of their reasons based upon the policy outlined above to the managing trustee.
- * If the family is still dissatisfied they may submit their appeal to the nominated person for the school by sending details of their appeal.
- * Appeals should be sent to the Managing Trustee at

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