



Dovecote Primary & Nursery School

Nursery Admissions Policy

DOCUMENT PROVENANCE			
Status	Approved	Current version no.	1.0
Organisation	NCC/NST	Version date	November 2023
Author	Nottingham City Council	Approved by (If applicable)	
Audience	Anyone	Approval date	November 2023
Security classification	OFFICIAL	Next review date	Annually

DOCUMENT CHANGE HISTORY			
Revision date	Version no.	Author of changes	Summary of changes

Dovecote Nursery Admissions Policy 2023-24

“To rise above the ordinary and give our pupils wings”

How we offer places

We have a 78 place nursery (39 Morning and 39 Afternoon places), children can attend for the morning or for the afternoon. If you are eligible for 30 hours funding you can stay all day, providing there is space for your child in the opposite session.

We welcome children into nursery after their 3rd birthday; however, they can start at an agreed time after that if parents feel they would rather wait a little longer.

We run a waiting list and we can take children's names from birth. You will receive a call from our Nursery Leader to confirm they have received your form. They will inform you if there is space, or if your child is on our waiting list. We offer places on a first come, first served basis. If your child is already 3, and there is space, you will be invited for a meeting as soon as possible with a nursery teacher. If your child is not yet 3, and there is space, we will contact you again around their 3rd birthday to invite you for a visit and a welcome meeting.

If your child's 3rd birthday is in June or July it likely that they will be offered a September start date for the following school year.

The times of our nursery sessions are:

AM- 8:45-11:45am

PM- 12:20-3:20pm

Full time 30 hours funded children- 8:45am-3:20pm

Only children who have a 30 hours code will stay for lunch time. You can bring a packed lunch or pay for school dinners.

The welcome meeting

At this meeting we can speak about your child, their interests, medical information and any other specific information we need to know. You can share things that are important to your family and anything you or your child may need support with. We can fill out the admissions forms together, if help is required, and discuss a start date. You can come in to look at the nursery with your child to support them with transition. It is important that your child comes to the meeting with you so we can meet each other and make their start to nursery smooth and happy. It is helpful if you bring your child's birth certificate to this meeting so we can copy it prior to their start date. We must have this before your child is admitted.

How to apply

You can complete the online electronic application form or you can download it from our website and hand it in to our office. Alternatively, you can come into school and request a paper copy from the office. For any further information, or to request a visit, email or phone the school office.

30 hours funding

We offer full time places (30 hours) for children who are eligible. To find out if you are eligible, please visit <https://www.gov.uk/30-hours-free-childcare> and fill in the application. You need to let us know as soon as possible if you wish to apply for a full time place. We can only offer full time places if there is room within our staffing ratio. You must reconfirm your 30 hours place each term via the government portal. This maintains the validity of your 30 hours code so that school can fund your full time place.

Children with additional needs or SEND

If your child requires extra support settling in, we will discuss additional stay and play sessions with their adult and a phased start with you. If your child has additional learning needs or SEND and are unable to access our provision safely, the class teacher will discuss a phased start or a reduced timetable with you. The wellbeing of your child is our priority.

Attendance

In order for children to gain the most from their nursery experience, be happy, settled, build relationships and learn it is important that they attend every session possible. If your child is ill then please inform the office. Children with persistent unexplained absence could lose their nursery place and it will be offered to a child on the waiting list.