



Alfred Lord Tennyson School	Page 1 of 3
Nursery Admissions Policy	Issued: February 24
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APPROVAL BY	FULL GOVERNING BODY

Nursery Admissions Policy

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The Governing body of Alfred Lord Tennyson School applies the regulations on admissions fairly and equally to all those that wish to attend our Nursery. We are an inclusive school and nursery setting that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying exceeds the number of spaces available, the criteria set out below will be followed.

1. Introduction

Alfred Lord Tennyson School and Nursery are a unique school based across two sites.

We are a one form entry Primary school providing full time education for classes up to 30 children.

Our Nursery, EYFS and Key Stage One provision is based at our Infant Site, catering for children aged 3-7.

Our Key Stage Two children are based at our Junior Site, catering for children aged 7-11.

Nursery Class is an integral part of our school, open Monday to Friday each week during the normal school term. A child can be considered for a place in our Nursery class from the start of the term following their third birthday and until they reach school age (4+) and attend Reception. Gaining a place at our Nursery does not guarantee you a Reception place.

Applications to Northamptonshire County Council take place in the Autumn term for your child to start Reception in the following September.

[Primary school places | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk)

2. Admissions

If you would like your child to attend our Nursery, you must complete an application form and send or bring it to school before your child's 3rd birthday, or as soon as possible after

that. Applications are welcomed throughout the year and we encourage parents/carers to submit these as early as possible to secure a place on the waiting list. Places will be offered by term of eligibility to receive funding for 3-year-olds linked with the following criteria:

1. Children in care or being looked after
2. Applications from children with siblings in school
3. Date of birth starting with eldest*
4. All other applications

*children who are soon to be attending reception class will be prioritised for Nursery

Application Form can be found at the back of this policy (Appendix 1) and can be emailed to schooloffice@alts.northants.sch.uk

3. Sessions

We are extremely flexible on days and sessions we provide. You can choose your days and sessions, and if we have space, we will of course allocate the place to your child.

- 15 hours government funding = 5 sessions
- 30 hours government funding = 10 sessions
- Morning Session 8:45am – 11:45am (1 session per morning)
- Afternoon Session 12:15pm – 3:15pm (1 session per afternoon)
- Lunch Cover 11:45am – 12:15pm (please note this is at an additional cost and does not include lunch)
- All Day session 8:45am – 3:15pm (2 sessions per day, lunch cover at an additional cost)

4. Fees, Bills and Payments

If parents require more than the free 15/30 hour entitlement, there is a cost of £15 per morning or afternoon session and £2 per lunch session. Invoices will be sent at the beginning of the month for that month. Any non-payment may result in your child losing their place in Nursery.

Please note that if you are claiming the 15/30 funded hours there is an expectation that your child attends Nursery. 30-hour codes are valid for 3 months and have to be renewed continually. This is your responsibility as a parent or carer. Please understand the school will not be able to claim funding if these are not renewed. If this is the case, this will result in the session being billed to you.

Evidence of eligibility must be provided at the time a Nursery place is offered and accepted. If children are absent for a paid session, the fee still applies.

Appendix 1. Nursery Application Form

PUPIL INFORMATION

Childs Surname	Childs Forename
Date of Birth	Gender (please circle) Male / Female
Nationality	Country of Birth
Home Language	Current Nursery (if applicable)

Session Preferences: Please order your preferences, with 1 being your first choice:

Morning Session (8:45am – 11:45am) Funded	Afternoon Session (12:15pm – 15:15pm) Funded
Morning Session & Lunch (8:45am – 12:15pm) - £2 per day	Afternoon Session & Lunch (11:45pm – 15:15pm) - £2 per day
All Day (8:45am – 3:15pm) 30 Hours Funded Entitlement plus £2 per day	
Extra Sessions - £15	

PARENT/LEGAL GUARDIAN INFORMATION

Surname	Forename
Address	
Relationship to child	
Phone Number	
Email Address	
Does your child have any health problems or allergies that we may need to know	
Siblings already attending Alfred Lord Tennyson School	

ADMISSION IN TO NURSERY IS **NOT A GUARANTEE OF ADMISSION INTO THE RECEPTION CLASS**. PARENTS WHO WISH THEIR CHILD TO PROGRESS FROM NURSERY TO OUR RECEPTION CLASS WILL NEED TO FOLLOW THE CORRECT PROCEDURES AND MAKE AN APPLICATION ONLINE.

If my child is accepted into Alfred Lord Tennyson School, I agree to follow the rules of the nursery provision and to take my child to and from nursery regularly and promptly.

Signed: _____

Date _____