



**Jennett's Park CE Primary School  
Nursery Admissions Policy 2024-25**

For admission from  
**September 2024**

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## Jennett's Park CE Primary School Nursery Admissions Policy 2024-2025

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**Empowering our children to flourish and achieve under God's love and live life in all its fullness, John 10:10.**

Jennett's Park CE Primary School is an openly inclusive Christian school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Jennett's Park CE Primary School we believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically.

We promise as a staff and community to try to serve the common good with our work as part of the Church of England and endeavour to enable our children to live life in all its fullness (John 10:10)

<b>Educating for Wisdom, Knowledge and Skills</b>	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves in their learning throughout their lives.
<b>Educating for Hope and Aspiration</b>	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
<b>Educating for Community and Living Well Together</b>	To be a multi-cultural, inclusive community of individuals loved by God, who feel valued and involved, where we create qualities of character to enable people to flourish.
<b>Educating for Dignity and Respect</b>	That children might know how much that they are loved and valued so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

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## Admission Overview

For the purpose of this policy, the Bonitas Multi-Academy Trust is the Admissions Authority. As an Academy of the Trust, the Governing Body has been delegated responsibility for deciding on Nursery admissions to Jennett's Park CE Primary School.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos, which is built around our 'Rainbow Promise' and is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values, in which children can learn and flourish. We welcome applications from all members of our local community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents/carers (see Definition 1) to respect and support the Christian ethos of our school.

## Nursery Classes

In our Nursery we have three classes: Rosefinches, Firefinches and Bullfinches.

- **Rosefinches** attend the morning session only: 8:45am-11:45am
- **Firefinches** attend the afternoon session only: 12:15pm-3:15pm
- **Bullfinches** attend both sessions and stay for the lunchtime period (11:45am-12:15pm). Bullfinches children must bring a packed lunch with them each day; Nursery will not provide lunch.

## Admission arrangements to Nursery in the academic year of September 2024-2025

All 3 and 4 years olds are entitled to 15 hours funded childcare a week, over 38 weeks of the year. This is often referred to as the Universal Entitlement. This means that at Jennett's Park Primary School Nursery if you attend a morning-only or afternoon-only session you will not be charged.

Additionally, working parents/carers of eligible 3 and 4 years olds may be entitled to a further 15 hours a week funded childcare, often referred to as 30 hours or Extended Entitlement.

Eligibility for the Extended Entitlement is determined by HMRC through an online application. Further details can be found at <https://www.gov.uk/30-hours-free-childcare>. It is the parents/carers responsibility to apply for and reconfirm their eligibility every three months to ensure their funding code remains valid. If you do not have a valid 30 hour funding code, charges will apply for hours above the universal 15 hours.

Please note foster carers who wish to apply for the Extended Entitlement must apply directly to the Local Authority and should discuss this with their social workers.

The maximum capacity of the Nursery is 30 children during the morning or afternoon session due to statutory space requirements. The maximum capacity during lunchtime may be lower due to statutory ratios of staff to children. For further information please visit:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1170108/EYFS\\_framework\\_from\\_September\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1170108/EYFS_framework_from_September_2023.pdf)

The number of places available in each session are subject to availability and application, with a waiting list in operation. Pupils may be admitted to our Nursery the term following their third birthday; this may be the start of the Autumn term, Spring term or the Summer term. The Nursery will not consider applications for earlier admission.

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Nursery places are offered term-time only, five days a week, for at least two terms. There is the expectation that, following the agreed transition period, every child will attend every day unless unwell or in exceptional circumstances. Repeated failure to attend may lead to your child's Nursery place being withdrawn.

Children will not be admitted to the Nursery for less than five days a week or less than two terms, except in exceptional circumstances. Applications for reduced weekly attendance, or admittance for less than two terms, must be submitted in writing to the Governing Body (via the school office) for consideration.

The child's Nursery place continues until the end of the summer term prior to the September when they are eligible to start school, regardless of when they start Nursery.

### **Deferrals**

Nursery places are allocated termly, if there are spaces available. If you do not wish your child to join the Nursery the term you are offered, you can refuse the place and remain on the waiting list for the following term. Please note that we cannot guarantee there will be spaces available the following term. There is no option to accept a Nursery place and then defer your child's Nursery start date to the following term.

A deferred school entry is when your child starts school during their normal academic year group, but at a later date. Should a parent/carer want to defer their child's school place and remain in the Nursery a request to retain the Nursery place must be made to the Governing Body, in writing, by the last day of the Spring term. If this is agreed you must also accept the school place your child is offered and indicate a deferred start date on the paperwork sent to you by your chosen school.

### **Delayed Entry**

A delayed entry is when parents/carers of summer-born children request for their child to start school the academic year following their fifth birthday (Compulsory School Age). Should parents/carers want to delay their summer-born child's school place, and therefore join Nursery out of year group, a request must be made to the Governing body in writing, by the last day of the Spring term.

This must be in conjunction with Bracknell Forest School Admissions. A place will not be agreed unless this process has been followed.

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### Nursery Sessions

When filling out our nursery application form you will be asked to specify which one session you would like. Please see example shown below:

Class	Session Times (Monday to Friday)	Type of Nursery Place
Bullfinches	8:45am – 3:15pm	32.5 hours: <ul style="list-style-type: none"><li>• 30 hours fully funded* / 2.5 hours non-funded</li><li>• 15 hours fully funded / 17.5 hours non-funded</li></ul>
Bullfinches	8:45am – 2:45pm <b>Note: earlier collection time of 2:45pm</b>	30 hours: <ul style="list-style-type: none"><li>• 30 hours fully funded*</li><li>• 15 hours fully funded / 15 hours non funded</li></ul>
Rosefinches	Morning / AM 8:45am – 11:45am	15 hours fully funded
Firefinches	Afternoon / PM 12:15pm – 3:15pm	15 hours fully funded

\*A valid 30 hour code (Extended Entitlement) must be provided to the school the term before your child starts.

When choosing between the 30 hour or 32.5 hour sessions your decision is non-flexible. This means that you have to collect your child consistently each day at the same time (i.e. 2:45pm for 30 hours or 3:15pm for 32.5 hours).

Please note we do not offer flexible collection on different days.

### Application

To apply for a Nursery place, you must provide the following:

- A completed Nursery registration form (clearly identifying which one session you are applying for)
- A valid council tax bill (original copy) with resident parent/carers name and home address (See Definition 2)
- Child's birth certificate (original copy)

Only once all three items have been provided is your application complete and up for consideration.

**If your child has an EHCP, or a social or medical need please note this on your application form.**

Once offered a place in our nursery you must complete and provide the following:

- A signed and completed offer letter.
- A signed and completed 'Parent Declaration Form' reflecting funded hours being claimed.
- A signed and dated Nursery Terms and Conditions.

### Allocation of Nursery Places

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Parent/carers should note that the responsibility for allocating places lies with the Governing Body who meet regularly and have due regard for the community need. All places are subject to availability and offered in the following session order:

1. Bullfinches: 32.5 hours
2. Bullfinches: 30 hours
3. Rosefinches: 15 hours
4. Firefinches: 15 hours

Should there be more applications than places available, these will be offered initially to children within the school catchment area, starting with the oldest child first. (See Bracknell Forest website for our catchment area.) This is followed by all other applicants, starting with oldest first. (<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/designated-area-maps> )

If there are insufficient places available for all children and no distinction can be made between applicants, a final decision will be made by the Governing Body's Admissions Committee using a lottery system.

### **Multiple Births**

In the case of multiple births, if there is only one place available to offer and no distinction can be made, the Governing Body will offer one place to the family. The family will be asked to identify which child will take the place offered. In this circumstance, the other 'multiple birth' child/children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

### **Application Closing Dates**

Applications for the academic year 2024 - 2025 must be received by the dates listed below and must include the supporting documentation mentioned above in order to be processed

<b>If the child is born on or between:</b>	<b>Applications to be made to the school by:</b>	<b>They are eligible for place in the term following their third birthday:</b>
1 April and 31 <sup>st</sup> August 2021	By 1.30pm, 28th March 2024	Autumn Term (September) 2024
1 September and 31 <sup>st</sup> December 2021	By 1.30pm, 19 <sup>th</sup> July 2024	Spring Term (January) 2025
1 <sup>st</sup> January and 31 <sup>st</sup> March 2022	By 1.30pm, 20 <sup>th</sup> December 2024	Summer Term (April) 2025

Applications for the academic year 2025 - 2026 must be received by the dates listed below and must include the supporting documentation mentioned above in order to be processed

<b>If the child is born on or between:</b>	<b>Applications to be made to the school by:</b>	<b>They are eligible for place in the term following their third birthday:</b>
1 April and 31 <sup>st</sup> August 2022	By 1.30pm, 4 <sup>th</sup> April 2025	Autumn Term (September) 2025
1 September and 31 <sup>st</sup> December 2022	By 1.30pm, 18 <sup>th</sup> July 2025	Spring Term (January) 2026

### **Late Applications**

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Any applications received after the closing dates listed above will be deemed as 'late' and will only be considered after all on-time applications and during the next meeting of the Admissions Committee.

### **Waiting Lists**

The school will maintain a waiting list for each Nursery session. If your preferred session is not available parents/carers may be offered a different session, which they can accept and then choose to remain on the waiting list for their preferred first choice. If a child is not offered a Nursery place, parents/carers can choose to remain on any of the waiting lists.

Places are not allocated from the waiting list based on length of time spent on it. Places can only be filled following approval from the Governing Body's Admissions Committee. A child will remain on the waiting list for their preferred session until a parent/carer asks for them to be removed or until the 2-term minimum attendance point has passed, whichever comes first.

If you believe extenuating circumstances apply in your case please speak to the school office.

Parents/carers should note that all decisions regarding Nursery Admissions remain the responsibility of the Governing body and are not delegated to the Headteacher or other members of staff. Parents/carers are asked to recognise that early applications will not be given any priority; the length of time a family has lived in the designated area will also not give greater priority to any application.

### **Switching Sessions**

Please note that once your child's initial transition into Nursery is complete, should you wish to switch from one session to another session, a request must be made to the Governing body in writing. If the Governing body approve the switch, if a place is not immediately available, you will be added to the waiting list for that session. A new 'Parent Declaration Form' will need to be completed.

### Nursery Fees

The hourly rate in Nursery is determined by the EYFS funding rate set by the Local Authority. For the academic year 2023-2024 the hourly funding Nursery rate is £5.62; **this price is subject to change and will rise annually in line with funding reviews.** For the academic Year 2024-2025 the rate has not yet been published but we are expecting the price to increase.

Nursery charges apply for the duration of the term, regardless of illness and other absences and will be invoiced, half-termly in advance, by Bonitas Finance. Invoices will be created using our system Magic Booking. Payment is due by the end of each half term and can be made using childcare vouchers, tax free childcare or bank transfer. Please speak to the Finance Officer if you have any questions.

**Failure to make payment will result in your child's additional hours being withdrawn.**

**Fees for late collection will apply for all sessions.**

Class	Session Times (Monday to Friday)	Type of Nursery Place	Nursery Charges
Bullfinches	8:45am – 3:15pm	32.5 hours: - 30 hours fully funded* - 2.5 hours non funded	Extended entitlement covers 30 hours.* Fees payable for remaining 2.5 hours.
Bullfinches	8:45am – 3:15pm	32.5 hours: - 15 hours fully funded - 17.5 hours non funded	Universal entitlement covers 15 hours. Fees payable for remaining 17.5 hours.
Bullfinches	8:45am – 2:45pm <b>Note: earlier collection time of 2:45pm</b>	30 hours: fully funded*	Extended entitlement covers 30 hours.*
Bullfinches	8:45am – 2:45pm <b>Note: earlier collection time of 2:45pm</b>	30 hours: - 15 hours funded - 15 hours non funded	Universal entitlement covers 15 hours. Fees payable for remaining 15 hours.
Rosefinches	Morning / AM 8:45am – 11:45am	15 hours: fully funded	Universal entitlement covers 15 hours.
Firefinches	Afternoon / PM 12:15pm – 3:15pm	15 hours: fully funded	Universal entitlement covers 15 hours.

\*A valid 30 hour code (Extended Entitlement) must be provided to the school the term before your child starts.

### Late fees

If you fail to collect your child on time at the end of their session, you will be charged a late fee. For the academic year of 2024-2025 late collections will be subject to a charge of £5 every 30 minutes or part thereof. Repeated late collections will result in a meeting with the school and may result in your child's place being withdrawn.



### **Notice periods**

Should you wish to remove your child from the Nursery, there is a 6 week notice period. If you believe extenuating circumstances may apply in your case, which would reduce or remove the notice period, please speak to the school office. Cases will be reviewed individually on a case-by-case basis. All decisions are final.

### **Voluntary Contributions**

In the spirit of living “life in all its fullness” the Nursery may take part in a number of enrichment opportunities. When organising these experiences, the Nursery may invite families to contribute to the cost. All contributions are voluntary. For further information please see our Charging and Remissions policy: <https://www.jennetts.bonitas.org.uk/wp-content/uploads/2023/03/JP-Charging-and-Remissions-Policy-Nov-2022.pdf>

### **Early Years Pupil Premium (EYPP)**

If your child is in early years education, we could be eligible for extra funding to help support your child with their education. This funding is paid directly to the school as your Early Years' Provider. On the 'Parent Declaration Form', that must be filled in on acceptance of a place, we will indicate that we will apply for EYPP for your child. If you do not wish us to apply for this, please tick the 'no' box.

### **Term Time Leave of Absence**

At Jennett's Park CE Primary School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves their full potential. However, we recognise that there may be occasions where a parent/carer considers there are extenuating or compassionate reasons for such absence. A 'Leave of Absence' form must be completed and submitted to the school office before any leave is taken. Please contact us to discuss any extended periods of absence. Where a holiday break is longer than 3 weeks, the school must notify the Early Years Team.

### **Non-Attendance**

Good attendance patterns promote good outcomes for children and starting this as soon as a child starts accessing early years is important. Regular attendance builds good habits, secure relationships, self-esteem and supports learning and development opportunities.

Free entitlement funding is participation based, with providers funded for the hours attended. Children must attend their funded hours regularly, unless unwell or where absence has been agreed with the school.

We monitor all absences and ask parent/carers to, where possible, make medical and other appointments outside of Nursery hours. The school is unlikely to be able to agree any regular absence. Low attendance may result in a meeting with the school.

When a child is absent from Nursery due to illness, we ask that the school is informed by 9.30am via the school office. In line with NHS guidance, children with diarrhoea or vomiting should stay away from Nursery until they have not been sick or had diarrhoea for at least 2 days (48 hours).

### **Main School Admissions**

There is no link between Nursery admissions and admissions into the main school. There are separate admissions criteria for both and a separate application will need to be made via Bracknell Forest Council for entry into the primary reception class.

### **Appeals**

There is no statutory right of appeal against the refusal of a place in the Nursery. Parents/carers who wish to challenge the decision of the Governing Body should write to the Governing Body. The Admissions Committee will consider any petitions at their next termly meeting. The Clerk will then respond in writing on behalf of the Governing Body.

### **Further information & contact details**

We warmly welcome visits from prospective parents/carers. To arrange a visit or for further details, please contact:

The Admissions Secretary Jennett's Park CE Primary School

3 Tawny Owl Square, Bracknell, Berkshire, RG12 8EB

Telephone: 01344 301269

Email: [admissions@jennetts.bonitas.org.uk](mailto:admissions@jennetts.bonitas.org.uk)

Website: [www.jennetts.bonitas.org.uk](http://www.jennetts.bonitas.org.uk)

Admissions Page: [www.jennetts.bonitas.org.uk/school-office/admissions](http://www.jennetts.bonitas.org.uk/school-office/admissions)

### **Definitions**

#### Definition 1

“Parent” is defined in law (The Education Act 1996) as either:

- a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

#### Definition 2

By normal home address, we mean the child’s home address. This must be where the Parent/carer or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

Where a child lives with parents/carers with shared responsibility, the address where the child spends the majority of the school week.