



Nursery (F1) Admission Policy

Children are entitled to their 15 hour universal entitlement starting the term after their 3rd birthday. Intakes start therefore in September, January and April. Children can choose to access their 15 hours either for 5 mornings (8:30-11:30 am) or 5 afternoons (12:15-3:15pm). Children are expected to attend for the whole 5 sessions in the morning or afternoon in order to gain the most from our nursery experience.

We have an open catchment policy; therefore anyone can apply for a place in our Foundation Unit.

In the event of oversubscription priority will be given as follows:

1. Children who are looked after by the local authority and previously looked after children
2. Priority will be given to children who live in the school catchment area who have a sibling attending the school or our link Junior school
3. Other children who live in the catchment area
4. Children who live outside the catchment area

Children are offered a place for the term after their 3d birthday in line with Nottinghamshire County Council policy.

If the morning sessions are full then your child would be offered a place in the afternoon sessions and vice versa. As soon as a place became available in your preferred session then your child could switch sessions if desired. You would need to inform the office that you would like to be placed on a waiting list for the alternative session.

Extended 30 hour entitlement/Acorns

In addition to the universal offer of 15 hours that every child in the term after their third birthday is entitled to, some children may be eligible for the extended 30 hour provision where many working parents are entitled to 30 hours child care funding (38 weeks per year during term time). Eligibility criteria can be found on www.chilcarechoices.gov.uk. We offer a limited number of places for the 30 hour provision.

In addition to these places, we have some spaces in our Acorn provision where parents who are not eligible for the 30 hour child care funding, can choose to pay for extra sessions in the nursery (spaces permitting.) We have a limited number of 30 hour/Acorn places available. Acorn arrangements are fixed for each term and are also reviewed termly.

In the Autumn term we offer 13 places in total offered on a first come first serve basis. This can be any mix of children 30 hours/Acorns- it is purely offered on a first come first serve basis. In the Spring term we can offer a further 2 places and in the Summer term an additional 3 places taking us up to 18 places for Acorns/30 hours.

If you access the 30 hour entitlement or Acorn provision here at Pinewood, then you would have 2 options over the lunch time period of 11:30-12:15pm :

Option 1: Pick your child up at 11:30 and take your child home for lunch and return for 12:15pm

Option 2: Pay for the 45 minute lunch time cover at a cost of **£3 per day** (plus school dinner cost if your child requires a school dinner)

The cost per day for paying Acorn children is **£15 per session (including the £3 lunch time cover cost but school dinner cost if required is would be an extra charge of £2.29).**

Twilight sessions

You and your child will be invited to attend an after school session in the Foundation Unit in the term before they start at Pinewood. During the meeting you will find out about nursery routines and meet the staff. It allows your child opportunity to play alongside their peers and explore the environment, while you liaise with the class teacher and share important information about your child. You will be given a start date for your child at the end of the meeting. There is an expectation that you will attend the meeting as it is a very important part of your child's introduction to nursery life.

Home visits

Home visits occur after the twilight session. Miss Reilly and Mrs Anthony will visit your child at home and complete and all about me form with you. Home visits are a way of getting to know our children more thoroughly and helps them settle into our unit. A convenient time and date for the home visit will be discussed during the twilight session.