Parkview Nursery School

Updated February 2024

Cumberland Council’s admission policy needs to be followed, to allocate places at nursery if we are oversubscribed.

The following procedure will be used to allocate which sessions the children attend both the universal entitlement to 15 hours of Early Education and the additional 15 hours for working parents

The Statutory Guidance for Early Education and Childcare shows the criteria for which children are eligible for extended hours, this is confirmed by HMRC.

Parkview Nursery School can accommodate 57 children during any one session who are allocated into 3-4 Key Groups. In exceptional circumstances such as new children moving into the area, we may increase numbers to 60. Parents are asked to identify their preferred sessions.

For children accessing 15 hours sessions available are:

* 5 mornings, 8:45-11:45
* 5 afternoons, 12:30 to 3:30
* A combination of full and half days

For children accessing extended hours:

* Parents will be asked to identify initial sessions to cover 15 hours and then additional sessions as they require.
* Each additional session will be either added on to an initial session or be at least 2 ½ hours long.
* If parents circumstances change and they are no longer eligible the additional hours will be removed in accordance with the statutory guidance for Early Education and childcare and they will revert back to their original 15 hour sessions.

For children whose families do not meet the criteria for extended hours:

* Parents can request additional wrap around sessions to extend their existing sessions
* There is a charge for these sessions of £4:00 an hour
* These sessions will only be allocated if there is space in the sessions.
* Priority will be given to children accessing their universal and extended entitlements

Parents who request less than 15 hours:

* We try and encourage all parents to choose a minimum of 4 half day sessions (10 hours a week) to ensure consistency for the child

**Allocation of Places**

September Intake

If more than 80 children apply places will be allocated using CCC Nursery Admissions Policy

The following steps will then be followed in order,

1. All children who apply are allocated 15 hours in the sessions requested up to the maximums stated above. If particular sessions are oversubscribed they will be allocated in the order that the applications were received and an alternative offered. Parents will be placed on a waiting list for their preferred sessions

2. Children who have requested additional hours are allocated in the order that their original request was received:

* Numbers over lunchtime will not exceed 35
* Additional sessions will be at least 2 ½ hours long or added onto another session. For example a lunchtime added onto a morning session.
* If any parents are not able to have their requested extended hours due to the session being full they will be placed on a waiting list.

January and April Intake

1. County admission policy is used to allocate any spaces at nursery. 15 hours are then allocated to the children in their preferred sessions in the order that applications were received.

2. Any parents from this intake wanting extended hours are offered additional hours if available, they are allocated in the order that request was received and if not available put on a waiting list.

Group Allocation for children requesting additional hours of childcare

Any child requesting half days plus an additional lunchtime will be allocated to either a morning or afternoon group.

Any children requesting full time or full days that do not run consecutively will be allocated to the appropriate group.

Adopted by the governing body on 5th February 2024.

**Signed: ………………………………………………………… (Chair of Governors)**