



# **Brookside Nursery**

## **Admissions &**

## **Attendance Policy**

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## **Attendance Policy**

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## **1 Aims**

- 1.1 To ensure access and entitlement to the benefits of high-quality nursery education on a fair and equitable basis.
- 1.2 To help promote consistency of practice and procedure between nursery education (Foundation Stage 1) and Reception (Foundation Stage 2).
- 1.3 To provide high quality nursery education to children and families in our local community within a school setting.
- 1.4 We believe that regular and consistent attendance supports children's learning, wellbeing and readiness for school. Attending nursery across a sufficient number of sessions allows children to build secure relationships, engage fully with the curriculum and gain the greatest benefit from their nursery experience.

## **2 Nursery Sessions**

- 2.1 Children aged 3 years and over are entitled to 30 hours government funded nursery education per week during term time based on certain criteria. You can find more details if you [click here](#).
- 2.2 Parents / carers will be asked to state the sessions required using their funded hours; each morning or afternoon session is 3 hours. In order to obtain the best school nursery experience for your child and to help with the transition to school, we ask that each child attends for a minimum of 12 hours (four sessions) per week. You can state your session preferences on the application form.
- 2.3 Whenever possible first preference of sessions will be offered, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session
- 2.4 Session times (Mondays to Fridays during term time, excepting staff training days):

Morning session: 8.40am – 11.40am

Lunchtime Club: 11.40am – 12.30pm

Afternoon session: 12.30pm – 3.30pm

- 2.5 All children will be eligible to stay for the Lunchtime Club. There is a charge of £4.00 a day for this. Your child can choose to bring a healthy packed lunch which meets with our Healthy Eating Policy (available on our school website). Alternatively, you can order a hot school dinner and choose from a vegetarian, meat or jacket potato option. Our school kitchen cooks all meals on site and can meet any dietary requirements your child may have. All payments for lunches and Lunch Club should be made through the school's payment system (Arbor).
- 2.6 Parents / carers should note that a place in the nursery unit does not guarantee a place in reception as admission to Reception continues to be governed by the Local Authority. Parents / carers wishing their children to attend Brookside Primary School must still go through the usual local authority admissions procedure within its specified time frame.
- 2.7 Please note that charges may still apply for non-attendance of booked paid sessions, such as Lunch Club or wraparound care, unless prior notice is given. This is because staffing and resources are allocated based on expected attendance. If your child is unable to attend a booked session, please inform the school office as early as possible.

### **3 Expression of Interest List**

- 3.1 The school will maintain a list of the name, address and telephone number of parents / carers who are interested in applying for a place in the nursery for their child, together with the name and date of birth of the child and the date of registration.
- 3.2 No child will be placed on the list until they have reached their second birthday.
- 3.3 The list will NOT operate on a "first come, first served" basis. The length of time children are on the list in no way influences the decisions about places.
- 3.4 Parents / carers will be sent an application form with Nursery details in March / Easter time before they are eligible to join. Completed forms should be returned to the school by the return date stated on the application form. The school will endeavour to notify parents / carers of the outcome of the application during May, usually around 2 weeks after the closing date for applications. Parents / carers must confirm acceptance of the offer of a place by the confirmation date

on the forms so that children on the waiting list can be offered places.

3.5 Parents / carers will be offered the opportunity to visit the nursery prior to submitting a completed application form.

#### **4 Criteria for Admission to Nursery**

4.1 The nursery at Brookside Primary School has 13 places in each of its morning and afternoon sessions.

4.2 Children are eligible to take up a place in the nursery in the September if they turn four years old between 1st September and 31st August.

4.3 Places will be allocated in accordance with the following order of priority:

- Children in the care of a Local Authority (Looked After Children).
- Children with an Education, Health and Care Plan (EHCP) or a statement of special educational needs that names Brookside Primary School as an appropriate placement.
- Children living within East Leake who have siblings attending the school at the time of application.
- Children living within East Leake without siblings attending the school at the time of application.
- Children living outside of East Leake who have siblings attending the school at the time of application.
- Children living outside of East Leake without siblings attending the school at the time of application.

In the case of twins or multiple birth children, the school will endeavour to offer places to all siblings wherever possible.

4.4 Brookside Nursery operates on the expectation that children attend a minimum of four sessions per week (equivalent to 12 funded hours) in order to support continuity of learning, consistent routines and effective use of nursery places.

4.5 Applications for fewer than four sessions may be considered. However, where the nursery is oversubscribed and after applying the criteria set out above, priority may be given to children who are able to access a minimum of four nursery sessions per week (12 funded hours).

4.6 Session preferences will be requested as part of the application process. While every effort will be made to accommodate parental

preferences, session allocation is subject to availability and cannot be guaranteed.

4.7 Admission decisions will be made in line with this policy and will be communicated to parents and carers within the timeframes stated in the Admissions and Attendance Policy.

## **5 Nursery Intake – Operation of Waiting List**

5.1 The nursery class will have a single point of entry each September (see point 4.2).

5.2 As they become available, any spare places will be allocated during the year to the oldest children on the waiting list, providing they will turn 4 during the period stated above.

5.3 There will be the opportunity for children and parents / carers to attend 'stay and play' sessions in nursery in the July before they start.

5.4 Children admitted during the year will be invited to visit the nursery for a play session before their start date.

## **6 Distance and Address Criteria**

6.1 Distance is measured in a straight line from the child's home to the school's main entrance using ArcView software.

6.2 Home Address is defined as the child's permanent residence. In shared custody, the address where the child spends at least 3 school nights (Sun–Thurs) is used.

6.3 Informal arrangements or addresses of relatives / friends are not accepted. Proof of residence may be requested.

## **7 Admission Decisions**

7.1 Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Parents / carers can refuse the offer made.

7.2 The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in Reception class (see point 2.6 above).

- 7.3 Parents / carers who accept a place will be expected to commit to taking up the place for the whole academic year (September to July).
- 7.4 Parents / carers wishing to withdraw their child from nursery during the school year must give the school a minimum of 4 weeks' notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically offered to the oldest child on the waiting list. If a parent / carer later wishes their child to return to the nursery, they will have to re-apply for a place and join the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class will in no way influence the decision on being offered a place.

## **8 Attendance – Loss of Nursery Placement**

- 8.1 If a child's attendance and / or punctuality is poor or erratic, the nursery teacher will talk to parents / carers and remind them that attendance needs to be consistent, regular and punctual in order to completely benefit from the nursery experience and due to the great demand for places. This conversation should be recorded and dated within the child's records.
- 8.2 If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents / carers inviting them to meet with the Headteacher.
- 8.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents / carers will be notified of the loss of place in writing.
- 8.4 If a child is absent for a period of two weeks without any contact from the parents / carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parent / carer.
- 8.5 A holiday request form must be submitted for all holiday absences.

## **9 Transfer from Nursery to Reception Class**

- 9.1 All parents / carers must be aware that a place in the nursery does not guarantee a place in the main school and parents must follow

the correct Nottinghamshire County Council Admissions procedure (see point 2.6 above).

9.2 The Nursery staff will liaise closely with colleagues in reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

## **10 Wraparound Care**

10.1 The nursery offers Wraparound Care via Active Minds. Please see additional information sheet for further details on the timings and cost of these places.

## **11 Equality, Diversity, and Inclusion**

11.1 At Brookside School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment, or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour, or national origin; their gender; their religion or beliefs.

11.2 We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.