



Horndean Infant School Nursery

NURSERY ADMISSIONS POLICY

Horndean Infant School Nursery offers places to children aged 3 and 4 years old. Admission to the nursery is not subject to the school catchment area.

The nursery is open between the hours of 8.30am and 4.30pm Monday to Friday, 40 weeks a year excluding public holidays.

The nursery is in line with anti-discriminatory practice, equal opportunities, and is inclusive to all.

Enquiries

On enquiry, an information leaflet will be given to prospective parents and an introductory visit will be arranged. This will enable parents to meet with staff and explore the surroundings of the nursery. The nursery management team will inform parents on all aspects of the nursery, and will answer any questions parents may have.

Waiting list

Nursery places are subject to availability and staffing levels. If there are more requests from parents than the number of places available then parents will be able to be added to a waiting list if they wish.

When a space becomes available the following criteria will apply:

- 1) Staff of Horndean Infant School
- 2) Siblings of children already attending the nursery
- 3) Siblings of children already attending Horndean Infant School
- 4) Date order of received expression of interest forms

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family.

Registration

On booking your child into nursery you will be asked to complete registration forms and sign the terms and conditions contract. Copy of any relevant policies and procedures of the nursery are included in this registration pack where necessary.

Fees

Nursery fees are £4.50 per hour for any hours attended over and above the child's funded hours. Nursery fees are to be paid monthly in advance on the first day of each month by online payment where ever possible or by cheque, cash or childcare vouchers. Invoices will be sent out on the 25th of each month for the following month's attendance and payment is expected within 5 days.

Funding

The Nursery offers the 'Standard' 38 week term time contract equalling 15hrs per week.

Admissions to school

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. The Nursery and Local Authority will notify parents when these applications need to be made. Attendance at Horndean Infant School Nursery, does not guarantee admission to Horndean Infant School.

Reviewed:	March 2018
Review Cycle:	Annually
Responsibility:	Headteacher
Review:	Standards Committee
Approval:	Full Governing Body

Approved by Governors Dated