



St. Michael's Nurture Nursery Admission and Induction Policy

Introduction

This document sets out the Policy of St Michael's Church of England Academy with respect to Nurture Nursery Admissions. The Diocese of Coventry Multi Academy Trust (the MAT) is the Admission Authority for the academy. The Local Governing Body is delegated to act in respect of admissions on behalf of the MAT. To be considered for a place at St. Michael's Nurture Nursery families must complete a Registration of Interest form available from the Children and Family Centre Reception.

St Michael's Nurture Nursery is part of St. Michael's CE Primary Academy. Our Nurture Nursery provides children aged **two to four** years with a range of flexible care and education. We are open for up to 50 weeks per year from 8.45 – 15.30 Monday to Thursday and 8.45 – 11.45 on Fridays.

We offer the following childcare options:

- **2 Year Olds**

Funded Hours – (2Help) 15 hours for families receiving some additional form of government support. Parents requiring a 2Help place will be required to apply online for an eligibility code which will be verified by the Nursery prior to an offer being made.

Expanded Hours – 15 hours for children of working parents.

Parents requiring a 15 hour Expanded place will be required to apply online for an eligibility code which will be verified by the Nursery prior to an offer being made.

Paid Sessions – all year-round places (50 weeks) and a minimum two sessions per week.

- **3 and 4 Year Olds**

Funded Hours – Nursery Education Funding (NEF) Universal entitlement for all 3 and 4 year olds.

Extended Hours – (30 hours) additional 15 hours for 3 and 4 year olds of working parents.

Parents requiring a 30-hour place will be required to apply online for an eligibility code which will be verified by the Nursery prior to an offer being made.

***Please note**, funded entitlements start from the **term after** the child has attained the relevant age. Paid sessions can start immediately after a child's second birthday.

Additional Information

Families can pay for extra sessions in addition to the options stated above and within the opening hours. Our fees structure can be found on the website.

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Admissions

As places in our Nurture Nursery are limited the following criteria and priorities will be applied when allocating places. If Nurture Nursery is oversubscribed, the determining factor will be the distance from the child's home address to St. Michael's (priority being given to the shorter measurement) as described in St. Michael's Academy Admissions Policy [st-michaels-admissions-policy-2023-24.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com/st-michaels-admissions-policy-2023-24.pdf)

Criteria 1

Children aged two years eligible for places through Warwickshire County Council's **2 Help** funding living in St. Michael's Academy's priority area (see link above) with priority being given to the shorter measurement).

Criteria 2

Children aged two years eligible for **Expanded Hours** and **Paid Sessions** living in St. Michael's Academy's priority area.

Criteria 3

Children aged three years eligible for **NEF** funding living in St. Michael's Academy's priority area.

Criteria 4

Children aged three years eligible for **Extended Hours** (30 hours) living in St. Michael's Academy's priority area.

Criteria 5

For children living outside of the St. Michael's Academy's priority area, places will be allocated using priority criteria 1-4 above.

PLEASE NOTE: Places are allocated on a date of birth (DOB) criteria regardless of when names were placed on the waiting list.

Induction

We aim to make our setting a welcoming place where children settle quickly and easily because consideration has been given to their individual needs and circumstances and that of their families.

Before a child starts to attend our provision, we recommend a visit to our Nursery which can be booked by contacting the Early Years Lead. We use a variety of ways to provide parents/carers with information about the Nursery which can be found in our prospectus (Information Booklet).

As part of the induction process, every family will receive the following:

- A meet and greet session with the child's allocated key person before the child starts in Nurture Nursery.
- When a start date is agreed, your child's key person will work with families to develop a flexible settling in process which best meets the child's individual needs.
- Nursery staff will use their professional judgement in partnership with families, to decide if a child needs an extended induction period.