



**Bournebrook**  
*Church of England Primary School*

**BOURNEBROOK  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**

**Nursery Admissions Policy**

Approved Date: January 2024

Next review due date: September 2024

The Governors of Bournebrook C. of E. Primary School fully support the Admissions Policy approved by Warwickshire Education Authority.

- We admit children in the Autumn Term after their third birthday for up to 30 hours a week, flexible timetabling is available with consultation with school. We require that all children attend a minimum of 15 hours per week (5 sessions). Your place may be withdrawn if your child does not regularly attend at least 5 sessions per week.
- If your child attends our nursery class, they do not have to move on to our school. Equally, attendance at the nursery class does not guarantee that children will be offered a place in our school. School admissions are dealt with by WCC.

### Nursery Sessions

The Nursery operates two daily sessions, with a chargeable lunch hour in between:

- AM session 8:50am – 11:50am
- Lunch club 11:50am-12:20pm
- PM session 12:20pm – 3:20pm

Sessions operate 5 days per week, term time only (38 weeks). The term dates run in line with the main school (including closure for Teacher Training days). Term dates can be found on the academy website. Children should arrive promptly for their booked session(s).

There are three terms, defined as follows:

Autumn term	The term starting in September and ending in December
Spring term	The term starting in January and ending at Easter
Summer term	The term starting after Easter and ending in Summer

### Early Years Funded Places

Bournebrook C of E Nursery offers 15 or 30 funded hour places for eligible three and four year olds.

15 Hour funded Sessions (i.e. 5 sessions per week):

- All children are eligible to access their free early learning place from the start of the term after their third birthday. Once eligible, subject to availability of a place, children can start at the beginning of any of the three school terms (Autumn, Spring, Summer).

30 Hour funded Sessions (i.e. 10 sessions per week):

- The 30 hour entitlement is available to three and four year olds of working parents who meet the earning criteria. To check eligibility, please visit <https://www.gov.uk/30-hours-free-childcare> . Parents will need to make an application for the funded hours via your government childcare account the term before your child turns three. Parents will receive a unique 11 digit code which will need to be given to the school office to confirm eligibility.
- Parents eligible for 30-hour funding may choose to split this funding with a second setting if required, as long as a minimum of 15 hours is used with Bournebrook C of E Nursery.

- Please note that funded hours can only be used for Nursery sessions. The lunch club is a separately chargeable hour that cannot be covered using Early Years funding.

Invoices for any chargeable sessions and/or lunch hours will be issued on a monthly basis, and can be paid via the government's tax-free childcare scheme, via childcare vouchers or via bank transfer. Payment terms are 14 days.

Please note that hot food is billed separately via ParentPay and must be paid via debit/credit card only – we are unable to accept childcare voucher payments for hot food. If your child is unable to attend a session due to illness or holiday, the session cannot be transferred and any chargeable sessions will still be payable.

Your chargeable place may be withdrawn if your invoices are not paid within payment terms. If you are unable to pay, please contact the school office to discuss the matter in the strictest of confidence.

### **Admissions Criteria:**

If there are more applications than there are places for the next intake, the following criteria will be applied and places will be offered before the beginning of the next term.

Late applications will be considered if there are places available, however there are three possible starting points for the year, these are based on the terms above.

- 1) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children who receive the Early Years Pupil Premium for their early year's provider.
- 3) Children who are currently, or have been subject to a Child in Need Plan or a Child Protection Plan.
- 4) Children living in the priority area for the school, who will have a sibling attending the same school in Years R - 6 at the time of admission.
- 5) Other children living in the priority area for the school.
- 6) Children living outside the priority area for the school, who will have a sibling attending the same school in Years R – 6 at the time of admission.
- 7) Other children living outside the priority area for the school by distance.

Please see following link for the priority area for our nursery:

<https://www.warwickshire.gov.uk/school-admissions-appeals/priority-area-map-infant-primary-schools/2>

### **Application for a nursery place**

To be added to the waiting list and in preparation for termly intakes, please complete our online form: <https://forms.office.com/e/dw87193Wqf>

Please Email [admin3215@welearn365.com](mailto:admin3215@welearn365.com) if you have any questions or require further information