



# Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

## NURSERY APPLICATION FORM 2019-20

Please complete in block capitals

Child's name:	Date of birth:
Contact telephone number:	Parents names:
Address:	Names of children already attending Castle Newnham School:

Please tick the sessions you require: (min 3 sessions per week)

	Mon	Tues	Weds	Thurs	Fri
<b>Morning</b> 0900 – 1200					
<b>Afternoon</b> 1230 – 1530					

*Please note: Children who stay all day in the nursery can have a school dinner or bring a packed lunch (extra charges will apply)*

Please return this form to the school office by **Friday 8<sup>th</sup> February 2019**. We will notify parents of your child's allocation by Friday 5<sup>th</sup> April 2019. Places must be accepted in writing by Friday 3<sup>rd</sup> May 2019. Failure to accept your child's allocation by this time will result in the place being reallocated.

<b>Signature:</b>	<b>Print name:</b>	<b>Date:</b>
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Goldington Road, Bedford MK40 3EP • [www.castlelowschool.co.uk](http://www.castlelowschool.co.uk) • @CastleNewnham

• tel: (01234) 300 800 • email: castleadmin@castlenewnham.school

Federation Principal: Mrs R Wilkes BA(Hons), PGCE, NPQH • Head of Primary: Mr J Balmbra



# Castle Newnham School

## Nursery Admission Policy

There is a separate policy statement for admissions to the Reception class. Parents and carers should be aware that attendance at the Nursery class does not necessarily guarantee subsequent admission into school.

This policy has been formed by Castle Newnham School Governors in agreement with the admission department of the local authority. The policy is as follows: -

1. That the Governors will admit up to the capacity of 30 children per session into the Nursery.
2. That the Nursery admits children aged 3 and 4. Children who have reached the required age for Reception admission (Their 5<sup>th</sup> birthday is between the 1<sup>st</sup> September and the 31<sup>st</sup> August in a given year) will not normally be permitted to attend the Nursery, unless there are exceptional circumstances, such as the child having severe Special Educational Needs.
3. Children are admitted at the start of the Autumn Term. Places are allocated according to the Over-Subscription Criteria.
4. Places may be offered at other times if they become available. Places that become available after the start of the Autumn term will be offered to existing nursery users first and then according to the OSC.
5. Families are given the opportunity to meet Nursery staff in their own homes before the children are admitted.
6. Parents should only apply for sessions they actually need and will use.
7. A half-term's notice must be given of any cancellation or changes to requirements. With the interests of children in mind, children will not normally be changed between Morning and Afternoon sessions.
8. Sessions attended over and above the 15 hours will be charged for. Payment for each half-term must be paid in full in advance by the published date. Failure to pay invoices by the deadline may result in your child's nursery place being withdrawn. If there are any difficulties with payments, please speak to the school.
9. The first payment for finalised sessions should be made by the end of the previous term (July).
10. Children at the nursery may attend the Castle Care Club (we have Little Care Club for children age 5 and under) subject to availability, as spaces are limited. Please note there is a charge for use of Care Club.
11. The school reserve the right to make adjustments to the number of sessions a child attends if the school deems it in the best interest of the child's wellbeing and development.
12. As well as the additional session charge, any 1:1 supported pupil will be charged for the cost of their 1:1 staff for any additional sessions booked, including lunchtime support.
13. An additional charge will apply to all children who stay all day. This is to cover lunchtime supervision costs and is **not** part of the 15 hours free funding.

### **Over Subscription Criteria (OSC)**

Where the number of applications on behalf of children exceeds the capacity of the Nursery (30) the Governors will offer places, in the order stated, using the following criteria:

1. Looked after children
2. Children with an Educational Health and Care Plan that stipulates Castle Newnham School
3. Children who have siblings at Castle Newnham School, Goldington Road site, and live in the geographic area served by the school
4. Children who live closest to the school (a straight line on a map from the school to the parental home is used to calculate the distance). The parental home address is deemed to be where the child spends the majority of their school week, Monday to Friday, including nights. Evidence of address is required and may take the form of a utilities bill or council tax bill confirming name and address.