

## **Admissions Policy (Nursery Phase and Pre-Prep)**

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(to be read in conjunction with the College Admissions Policy and the Terms & Conditions, Nursery Information and Regulations)

**Queen's College, Taunton**

March 2017 (v.2i)

**The Nursery Phase and Pre-Prep are committed to excellence in the care of children and the development of their learning and education. We provide a caring, safe environment in which every child is valued.**

## **1 Introduction**

- 1.1 The Head and the Board of Governors of **Queen's College** have responsibility for admissions and apply the regulations on admissions fairly and equally to all those who wish to attend this school.

## **2 Aims and objectives**

- 2.1 We strive to be an inclusive school within the parameters of our resources, facilities, staffing and expertise, and to provide appropriately for all children who have been offered a place in Highgrove Nursery, the Nursery School or Pre-Prep.
- 2.2 All applications will be considered thoroughly.
- 2.3 If the number of children applying for entry exceeds the places available, we apply the procedure set out in our terms and conditions in order to determine whether a child is to be offered a place.
- 2.4 A child will be offered a place if the College is considered to be the most appropriate environment in which to meet the child's needs (within the existing expertise, staffing and resources available in the Nursery Phase and Pre-Prep setting).

## **3 How parents can apply for their child to be admitted to Queen's Highgrove, Nursery School and Pre-Prep**

- 3.1 We welcome visits from prospective parents and their children. Nursery parents are invited to discuss their child's needs with the Head of Nursery Education or Highgrove Nursery Manager and spend some time in the appropriate nursery room with their child prior to joining. Reception, Year 1 and 2 children are invited to spend a day at the school for a 'taster day' and assessment. The school confirms in writing the offer of a place and a deposit is requested to secure the child's place.

### **3.2 Entry into Highgrove Nursery**

Entry into Highgrove Nursery, which offers care for babies up to approximately 3 years old, can be made at any point throughout the year. If a parent wishes to withdraw a child or reduce sessions, one month's written notice is required. It is expected that all Highgrove Nursery children will progress into the Nursery School. If however this is not the case, one term's written notice is required. Failure to give the required notice will result in the following months' fees being charged.

### **3.3 Entry into the Nursery School and Reception Class**

Children make the transition from Highgrove Nursery into the Nursery School in the September of the academic year in which they become four years old. However, when places are available, children may join the Nursery or Reception at any point

throughout the school year. One term's written notice is required for those children not progressing through to Reception. Failure to give the required notice will result in the following term's fees being charged.

- 3.4 There is a 10% discount on Pre-Prep fees (Reception, Year 1 and Year 2) for all children who have attended Queen's College Nursery Phase.

#### **4 Pre-Prep Class Size**

- 4.1 Children are taught in classes that a maximum number of 16 children.

#### **5 Highgrove Nursery and Nursery School Class Size**

- 5.1 The Nursery is fully compliant with OFSTED staffing regulations.

#### **5. Early Years Entitlement (EYE)**

- 5.1 The Government's Early Years Entitlement provides funding towards Nursery provision for each eligible child.
- 5.2 Somerset County Council will fund part-time Early Years Entitlement places for three and four year olds starting from the funding period after the child's third birthday. Funding continues (for six funding periods) through to Reception until the child is five years old).

The funding periods are:

Autumn: 1 September – 31 December  
Spring: 1 January – 31 March  
Summer: 1 April – 31 August

- 5.3 The total amount of Early Years Entitlement that can be claimed across a week is 15 hours, with a daily minimum amount of 2.5 hours and a maximum of 10 hours.
- 5.4 The entitlement is restricted to a maximum of 570 hours per year (three funding periods).
- 5.5 Fees are charged per session and include the following additional services not covered by the EYE funding:-
- Nappies and wipes
  - Higher than standard staff/child ratios
  - Staff with specialist Early Years training (qualified teachers, EYPS, etc)
  - Additional support from in-house EAL and learning support teachers
  - All snacks, drinks and meals
  - Off-site Forest School and educational trips using school transport
  - Some educational visits and workshops
  - 'Fun French' lessons for Nursery School children led by a qualified French teacher
  - Reception children receive French lessons with qualified French teachers
  - Access to wider facilities within Queen's College campus
  - Opportunity to attend whole College events, eg theatre/dance/concerts

- Swimming and use of the Junior ICT suite for Reception pupils

5.6 For more information on the Early Years Entitlement please refer to the Local Authority website: [www.somerset.gov.uk](http://www.somerset.gov.uk) or refer to the Somerset County Council 'The Early Years Entitlement for 3 and 4 Year olds – information for parents' booklet. Copies are kept in the Parents' information display case in the Nursery and Pre-Prep entrance hall.

Other entitlements accepted include:

Company childcare vouchers and other tax-free childcare schemes and Working Families Tax Credits.

## **6 Nursery Fees**

6.1 Details of the Nursery fees are laid out in the School Fees Schedule and reviewed annually in February/March. See Queen's College Fees Policy, the School's Terms and Conditions and the Nursery Information and regulations documentation for further details.

### **References:**

EYFS Statutory Guidance, April 2017  
Somerset Code of Practice, January 2015  
Admissions Policy and Procedures ([www.queenscollege.org.uk](http://www.queenscollege.org.uk))  
Terms and Conditions (please refer to Queen's College website)  
Nursery Information and Regulations  
School Fees Schedule

### **Review**

This policy will be reviewed annually by the Nursery Leadership Group and Early Years SENCO.

**Signed:** .....

**Date:** March 2017