



## ADMISSION INTO OUR NURSERY CLASS

If you would like to register for a place at our Nursery, you can do so by contacting the school to put your child's name on a waiting list.

A child can be admitted into our nursery class at the start of September following their third birthday. Additionally we often have a limited number of 5 term places available in January each year, for children who turn three by 31<sup>st</sup> December. We do not have a regular Summer term intake as we are usually full after children from our January intake start. If we were not full, by the Easter holiday, we will also admit children for the Summer term. Priority will be given to families who require 4 terms of Nursery provision. If we are still not full we will then also admit children who need 1 term of nursery provision.

In line with government guidelines, from September 2018, Field Place Nursery class now offers 30-hour places as well as the universal 15-hour places. The 30-hour places are only available to those who qualify for the extended free funding. If you believe you meet the criteria for 30 hours free entitlement for 3-4 year old children, you must obtain an 11-digit eligibility code from HMRC. For details of how to apply for your code go to:

<https://www.gov.uk/30hours-free-childcare>

We need this code before we can confirm a 30-hour place in the nursery. If you wish to apply for a 30 or 15 hour place, please return any letter sent offering a place promptly. All codes will need to be verified by us through the West Sussex Early Years Portal.

Field Place Nursery class sessions run as follows:

15 hour places: Monday to Tuesday 8.50am – 2.50pm and Wednesday 8:50am - 11:50am

15 hour places: Thursday to Friday 8.50am – 2.50pm and Wednesday 11:50am - 2:50pm

30 hour places: Monday to Friday – 8.50am – 2.50pm

### Gaining a nursery place

We offer places in the following order

1. Looked after and previously looked after children.
2. Children with exceptional social/medical needs.
3. Children who will have siblings attending our school upon entry to the Nursery.
4. Children who will have siblings attending The Orchards school upon entry to the Nursery.
5. Children who live in our catchment area.
6. Children who live out of our catchment area and parents have indicated a preference for their child to attend our school, if allocated, when they start in reception.

If a child is offered a place, you must confirm their acceptance, in writing, by the date stipulated in the letter. If this is not done the offer may then be withdrawn and the space offered to another child.

The final decision as to when the child is admitted and the allocation of beginning of the week, end of the week and 30 hour sessions rests with the school.

## **Building Bright Futures Together**

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