



Early Years – Admissions Policy and Session Allocation

Admissions

Sessions in the Nursery are available as follows:

0900-1200

0900-1330

1200-1530

1300-1530

The day in Reception runs from 0845 – 1530 and the afternoon session runs from 1300-1530.

Classrooms are open from 0830 onwards.

These afternoon sessions are designated as the session that attracts nursery education grant and it is therefore free to parents who are eligible for this grant funding (currently six terms in Nursery and the Reception class of Pre-Prep following the child's third birthday.) up to a limit of five sessions in any one week.

The detailed terms and conditions of the free entitlement to early years provision are set out in material published from time to time by the Children's Information Service of West Sussex County Council and up to date information can be obtained from them via 01243 777807.

Places in the Nursery and Pre-Prep are limited and Great Walstead will allocate places in priority order as follows (in descending order of priority):

- those who are going through the school's Pre-Prep department (into and beyond Reception) and who have signed a contract to this effect.
- those who book for full days at the school
- those who wish to have lunch followed by the afternoon session
- those who want the afternoon session only.

Session Allocation in the Nursery

One of the main aims of the Nursery is to prepare children for our Pre-Prep. It follows that we will give priority in allocating sessions (including lunches) within the Nursery to those whom we know are going on to Pre-Prep. Even for this group we cannot always guarantee to give everyone precisely what they want. For those children who are **not** going on into Pre-Prep, from time to time we have

had to limit the number of sessions overall which an individual can have. In any event, we always try to meet parents' needs as best we can.

Occasionally it is possible to book extra one-off sessions in the Nursery. As long as there is space available we are very happy to do this. Any additional sessions will then be added to your end-of-term bill. However, we are unable to swap sessions.

We also have to ensure that all children move on from the Nursery at the same time as the year group that goes into Pre-Prep (that is, in the September of the academic year in which a child will reach his or her fifth birthday). This will only affect those whose chosen schools follow a different entry policy.

To ensure that these policies are operated fairly we will ask parents to confirm quite early that they wish their children to go on to Pre-Prep and pay the deposit necessary to secure a place. So, for example, we shall be sending out acceptance forms around Easter 2010 for those who will go through to Pre-Prep in September 2011.

September 2009