



Nursery Admissions 2023/24

The Little Griffin Nursery is located on Lower Lodge Avenue, Rugby CV21 1NU and is a term time only school-led provision. This means that it is led by a qualified teacher with Early Years Educators providing additional support and care. It also means that it will also be closed on teacher training days. Please see the calendar on the school website for Warwickshire Term Dates 2023/2024. For information about holiday provision, please see our wraparound information which is available in the 'Our School' section of our website.

Admissions

Children can be admitted to our Nursery at the start of the half term after they turn three years old.

To apply for a place to the nursery a registration form must be completed. This is available in the 'Admissions' section of our school website.

For the academic year 2023/24, requests for starting throughout the year must be received by midday on the dates below. Applications received after the deadline will only be considered if places are available for the preferred start date and will be allocated on a first come first served basis.

| Requested Start Date | Deadline for the submission of registration forms | Confirmation of places |
|---|---|--------------------------------|
| 4 th September 2023 or 6 th November 2023 | 5 th May 2023 | 26 th May 2023 |
| 9 th January 2024 or 19 th February 2024 | 15 th September 2023 | 6 th October 2023 |
| 8 th April 2024 or 3 rd June 2024 | 31 st January 2024 | 23 rd February 2024 |

If your child is with us for more than one academic year, you will be given the opportunity to review your child's nursery sessions for the beginning of their second academic year by the May deadline.

Should a parent require alterations to their allocated sessions, this request should be made in writing to the Office Manager who will pass it to the Early Years Lead. They will then advise the parent on the availability of sessions. We will, endeavour to meet the requirements of parents.

If parents wish to increase the number of sessions their child attends, they should note that, once Early Education Funding has been allocated for a particular term, any extra sessions that term will need to be paid for. Requests for additional hours will need to be made by the deadlines as detailed in the table above.

The rates for parent funded sessions are:

Morning Session (8.45-11.45am) - £15.00

Lunch Session (11.45am-12.30pm) - £6.50 (with meal provided) or £4.00 (bringing packed lunch)

Afternoon Session (12.30-3.30pm) - £15.00

Should parents wish to cancel sessions, we require a complete half term's notice. Failure to do so will still incur the charge for the minimum notice period.

N.B. All of the above is subject to availability of spaces

Over Subscription Criteria

If, on the date for the deadline for the submission of registration forms, the applications for admission exceed the number of places available, the following criteria will be applied. If there is a need to apply further criteria, places will be allocated based on the date and/or time on a particular date the registration was received within the above criterion.

After the admission of pupils with an Education, Health and Care Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trustees) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living within the catchment area and who are eligible for pupil premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
3. Children living within the catchment area and who are a sibling of pupils attending the school at the point of admission.
4. Other children living within the catchment area who have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.
5. Other children living within the catchment area.
6. Children who are eligible for pupil premium but do not live within the catchment area.
7. Siblings of pupils attending the school at the point of admission, but who do not live within the catchment area.
8. Other children.

If a decision has to be made between children within one of the groups above, places will then be allocated according to the criteria above and then according to the date/time applications were received.

N.B. The catchment area is the same as for The Griffin Primary School – please see the school’s Admissions Policy on the website for details.

Waiting lists

When the nursery is full, unsuccessful applicants and those wishing to change sessions will be placed on a waiting list if they request this. Please be aware that the Headteacher’s decision is final regarding any allocation matter.

Charging (over 38 weeks)

Our charging is in line with the government’s Early Education Funded places entitlement.

15 Funded Hours

Children are eligible for Early Education Funding the term after their third birthday, providing they are 3 before the end of March, August or December. Parents will then be automatically entitled to receive Early Education Funding for up to 15 hours per week (38 weeks per year) at no charge to parents.

These 15 funded hours can be taken in the following formats across 38 weeks:

- 5 morning sessions per week (8.45-11.45am)
- 5 afternoon sessions per week (12.30-3.30pm)
- Full days on Monday and Tuesday (8.45am-3.30pm with a parent funded lunch session from 11.45am-12.30pm) and Wednesday morning session (8.45-11.45am)

- Full days on Thursday and Friday (8.45am-3.30pm with a parent funded lunch session) and Wednesday afternoon session (12.30-3.30pm)

30 Funded Hours

Depending on eligibility, some children may be entitled to an additional 15 funded hours, totalling 30 hours funded education time per week. Parents need to apply for this via the link on the website and must then provide the code they have received to confirm their eligibility to the Office Manager. With your permission, the school then makes a claim for the Early Education Funding on your behalf.

(NB: if the relevant forms are not returned to us parents will be charged for the sessions.) Your 30 hour provision, if eligible, will be at no charge to parents, however, there is a lunch session which is chargeable.

These 30 funded hours can be taken in the following format across 38 weeks:

- Full days all week (8.45am-3.30pm with a parent funded lunch session from 11.45am-12.30pm)

Parent Funded Hours

Extra nursery sessions or wrap around care (sessions outside of nursery funded hours) can be purchased, subject to availability.

The hourly charges will be reviewed on an annual basis.

Consumables

Parent will be expected to provide items which are specifically for the use of their own child. Examples of this are nappies and nappy bags, wipes and sun cream. Parents will also be asked to supply their child with a pair of wellington boots. Within the additional, parent funded lunch session, parents can pay for a cooked meal provided by The Griffin Primary Schools caterers. Alternatively, they can provide a packed lunch.

Further Information

Please note that, despite the strong links between The Little Griffin Nursery and The Griffin Primary School, admission to the nursery does not guarantee admission to the school. All parents are required to apply for school admission. Each school has its own admissions policy.

If you have any queries regarding information in this document, the Registration Form or any other matters arising, please do not hesitate to contact us via

thegriffin@lawrencesheriffschool.com .

No payment is required at this time. We will provide information about the payment process once places have been allocated.