At Englefield Green Infant School and Nurseries, the health, safety and welfare of every child is paramount. We aim to work with parents and carers to meet the needs of each child so that all the children will have a happy start to their school life.

It is our aim to make Englefield Green Infant School and Nurseries accessible to children from all sections of our local community. In order to do this we will:

- Ensure Englefield Green and the surrounding area is aware of our Nursery provision through clear advertising and notices.
- Ensure that families from all sections of our diverse community feel welcomed. This includes ensuring all information about the Nursery is presented in a clearly understood manner.
- Endeavour to ensure that no discrimination occurs during the admissions process.
- Ensure that our Equalities policy is widely known (on the website).

Conditions:

- Children will be able to attend Squirrels Nursery from the term after their second birthday. A separate application form must be completed for children wishing to be considered for Acorns Nursery. All applications will be subject to the Acorns Nursery admissions criteria. Children usually move to Acorns Nursery the September of the academic year they turn 4, but possibly earlier subject to Acorns Nursery admission policy, in this case the child will be in Acorns Nursery for more than 3 terms. For the avoidance of doubt, please note, progression to Acorns Nursery is not automatic.

- If eligible for FEET (Free Education Entitlement for Two year olds), children will receive funding for up to 15 hours a week during term time; however parents / carers can pay for additional sessions.

- The fees for children not eligible for FEET are detailed in our Charging and Remissions policy.

- All children will be eligible for 15 hours free 3 year old funding (across 38 weeks) the term after their 3rd birthday (known as Universal 15 hours). Children attending for more than the Universal 15 hours and not eligible for the additional 15 funded hours (known as 15+ hours) and those claiming their free funding elsewhere will be charged at the 3 year old rate.

- The fees will be reviewed annually by the Governing Body and are published in the Charging and Remissions policy.

- Fees must be paid half termly in advance.

- Refunds will not be given for missed sessions.

- Children must attend for a minimum of two, three-hour sessions.

- One calendar months’ notice is required for a reduction of sessions and for leavers.

- In all cases admission will be subject to an application being made and places being available.

- The final decision with regard to admissions and the allocation of sessions rests with the school.

- Where the nursery is oversubscribed a waiting list will be maintained in criteria order.
Englefield Green Infant School and Nurseries

- There is no deadline for application to Squirrels Nursery and applications will be considered on receipt but places will not be offered more than one school term in advance.

- Once an offer has been made, the application will be removed from the waiting list. You must contact the school directly if you wish to be placed back on the waiting list for your preferred sessions (regardless of whether or not you have accepted the offer). Your request will then be considered in line with the admissions criteria.

When there are more applications than places available the following criteria will apply in establishing priority:

1. Exceptional arrangements including: Looked after Children, previously Looked after Children.

2. Exceptional social/medical needs.

3. Children who are entitled to FEET funding.
   a) FEET funded children who will have a sibling attending nursery or the main school at the time of admission.
   b) Other FEET funded children.

4. Non-funded two year olds and funded three year old children who have a sibling attending the nursery or the main school at the time of admission.

5. Non-funded two year olds and funded three year old children who have had a sibling leave Englefield Green Infant at the end of Yr 2.

6. Children already attending Squirrels, who have expressed a request in writing for additional or changes to sessions.

7. Other non-funded two year olds and funded three year old children.

Where any category is oversubscribed, applicants will be ranked according to straight line distance that they live from school with priority being given to children who live closest to the school.

Please note:

All children attending Squirrels Nursery at the time of an application to Acorns Nursery will be subject to the Acorns Nursery admission policy. Any priority given by virtue of a child having attended Squirrels Nursery is conditional on the child remaining in Squirrels Nursery until the end of the term prior to admission to Acorns Nursery. Please see the Acorns Nursery admissions policy for details.

For the avoidance of doubt please note, attendance at either nursery does not give any priority to subsequent school admission. See the school admission policy for the priority criteria.