



Robins Lane
Community Primary School

Admission Policy

Extended Wrap Provision

Type: School Policy

Last reviewed: November 2015

Foundation Stage Extended 'Wrap' Provision

Admissions Policy

Robins Lane pre-school provision is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Foundation Stage Extended 'Wrap' Provision

As well as offering a 26 place maintained nursery provision at Robins Lane, we also offer an additional 42 place Nursery facility for pre-school children. This is what we call an extended 'wrap' facility.

The extended 'wrap' facility can be used as;

- an extended paid child care facility for parents of children currently allocated a maintained nursery placement at Robins Lane,
- a paid Nursery facility for those children who have reached their third birthday, and
- Nursery provision for those parents claiming 15 hours free entitlement for children following the term after their third birthday.
- Nursery provision for those parents claiming 15 hours free entitlement for children following during the term of their third birthday, known as '*Rising Threes*'.

Registration and Requirements

When a parent/carer contacts the school enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy.

If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form to confirm their child's place. It is also a requirement to show school office staff the child's original birth certificate or passport and proof of address which is photocopied and recorded for our files (if you wish to apply for one of the 24 place free entitlement places that we offer).

Parents/carers will also be asked to complete and sign the Emergency Contact and Medical Details Form which is held centrally in the school office.

Priority of Admissions

To ensure that admissions to our Foundation Stage Extended 'Wrap' Provision are offered on a fair and transparent basis, we will allocate places in the following order:-

1. Children in public care
2. Children who are already attending Robins Lane Nursery through a maintained Nursery placement. (Admission for a maintained Nursery place is overseen by the Local Authority.)

3. Children who are due to start Reception in September of the following year.
Please note that if you have been unsuccessful applying for one of the 26 maintained Nursery places at Robins Lane and you are intending to apply for one of the 30 school places for Reception then this facility still enables your child to attend Nursery provision at Robins Lane. A morning place is given where available.
4. If places still remain after these allocations, they will offered on a first come, first served basis to children aged 3+ who do not fall into the above three categories.

If necessary places will be allocated as follows:-

1. Children who have siblings currently at Robins Lane school and who will still be at school when your child takes up their place.
2. The distance lived from Robins Lane school.

Offering Your Child a Place and Acceptance

All parents/guardians will be informed by letter of the place their child has been allocated. You must accept the offer of a place in writing (or email) within **two calendar weeks**, otherwise the place will be re-allocated and your child will be removed from the waiting list.

We would never discriminate against any child on the grounds of sex, race, religion, colour or creed.

Charges

The charges for our Foundation Stage Extended 'Wrap' Provision is agreed and set by the Governing Body at Robins Lane Primary School annually.

Payment of fees should be made weekly, prior to the start of the week.

If the fees are not paid on time, the school office will notify the parent/carer in writing and request payment at the earliest possible opportunity.

The school has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.

If fees are paid persistently late or not at all with no explanation, the school will be forced to terminate that child's place.

Parents/carers are encouraged to speak to a member of staff or the Office Manager if they have any query about the charging policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity,

Waiting List

When all places have been allocated a waiting list will be made for any additional children. Where a space subsequently becomes available this will be advertised to all on the waiting list by email or telephone where no email address has been given. Anybody interested in the sessions offered should inform the Nursery by the date specified in the email or telephone message. Places will then be allocated according to the date on the original registration form received by the Nursery.

Appeal

If a place or requested session/s is unavailable, parents have the right of appeal to the Full Governing Body of Robins Lane Community Primary School as part of the school's appeal's procedure. Parents will need to write to the Full Governing Body detailing their reasons for appealing against the decision.