

Allocation of Sessions

In allocating our places we aim to ensure that all children have an equal opportunity to gain from their Nursery experience and that the needs of the individual child as well as the needs of the school community are reflected in the decisions made. The school will ensure that the provision at both morning and afternoon sessions and full days taken over the course of the week meets the objectives within the Early Years Foundation guidance and that children are not disadvantaged by whichever sessions they are allocated.

Please note the following:

- Sessions cannot be guaranteed to any parents in advance of the allocation process.
- Where funding is shared with another provider, the number of hours taken with the school will need to fit the pattern of provision being offered.
- The school offers session based placements and does not offer an hourly rate like other types of providers.
- Any shared funding will need to be taken in 3 hourly blocks.
- Any remaining part of the child's Nursery place will be offered to the next child on the waiting list and cannot be held open or deferred.

The school will have responsibility for the placement of children into their Nursery sessions and will endeavour to take into account parental preferences wherever possible.

In Kittens the sessions can be taken as either 3 full days in blocks of 5 hours, which is the core pattern of provision. This is extended to 6 hours to fit the school day. Alternatively, they may be taken as 5 mornings, 5 afternoons or 2 ½ day blocks. In Kitten Tots the sessions can be taken in 3 hour blocks – or full days comprising 6 hours (am/pm).

We will take into account the following when allocating sessions:

1. Parents wishing to use all of their funding in either setting will be given priority followed by any remaining children wishing to take up part of their place.
2. If family circumstances are extremely difficult if not allocated the preferred sessions e.g. work commitments, medical needs, special educational needs/disability, number of children under the age of 5, involvement with outside agencies, difficult childcare arrangements etc.

On receipt of confirmation of a place parents will be asked to complete a session request form stating their preferred pattern of provision from the agreed available packages and the reasons for their choice of sessions/days.

The final decision will be made by the school. Parents may appeal in writing to the Head Teacher if they are not happy with their allocated sessions giving the circumstances to be taken into account. However, a change of decision will only be considered dependent on spaces being available and the number of appeals received.

Version: September 2013

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Governor Approval**

Signed

Date

Review Date: January 2016

Review Due: January 2017