

Nursery Admissions Policy

Ballifield Primary School



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Admission Limit

Ballifield Primary Nursery is presently a 39 place Nursery, we have 39 morning places and 39 afternoon places (78 in total).

Ballifield nursery offers a full 30 hour provision for those eligible for the extended hours offer. For those parents allocated the standard 15 hours, these can be taken as full days rather than half days.

Entry into nursery

There are 3 points of entry for children into the nursery. These are September, January and April. Children start the term after their third birthday but this is subject to availability of places.

Universal Entitlement (15 hours)

All three and four year olds are eligible to access 15 hours of Free Early Learning (FEL) from the start of the term after their third birthday.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1st September and 31st December	Spring term (January)
1st January and 31st March	Summer term (April)
1st April and 31st August	Autumn term (September)

Extended Entitlement (30 hours)

Some families could also be eligible for 30 hours of free entitlement (Extended FEL Funding). In order to see if you are entitled to Extended FEL please visit: <https://www.sheffield.gov.uk/home/schools-childcare/childcare-free-early-learning> for the most recent eligibility criteria, and apply to the authority. In addition, parents must re-apply every 3 months via the Government's Online Childcare Service to verify continued eligibility.

We aim to make starting nursery as comfortable as possible for the children. We hold stay and play sessions with a meet the teacher meeting so that staff can meet the children and parents within the nursery setting. Starting times may be staggered over a short period of time to help your child settle gradually.

Nursery sessions

Sessions are provided during the term dates for Ballifield Primary School.

Our nursery day is split into two sessions – morning and afternoon.

Morning sessions start at 8:40am and end at 11.40am.

Afternoon sessions start at 12:20pm and end at 3:20pm

The following options are available to fulfil your child's nursery hour requirements:

Option 1 30 hours	Option 2 15 hours	Option 3 15 hours	Option 4 15 hours	Option 5 15 hours
Full week Monday – Friday full days	Start of the week Monday all day, Tuesday all day, Wednesday AM	End of the week Wednesday PM, Thursday all day, Friday all day	Mornings Monday – Friday AM only	Afternoons Monday – Friday PM only

Wherever possible, parents' first choice of sessions will be allocated. Where this is not possible, session requests are met as places become available.

There is also the option to pay for extra sessions at the cost of £16 per session (morning or afternoon). This charge will be reviewed annually.

Admissions Process

Parents may apply at any time for a place for their child. Parents must complete the Nursery application form which is available online, from the school office or by emailing enquiries@ballifield.sheffield.sch.uk. We recommend that new parents book a visit to look around the Nursery before applying for a place. Please contact the school office to book an appointment.

The school will consider applications in age order, oldest children being given priority within the criteria. Parents will be contacted regarding the options for hours.

Notification

Parents will be notified of a place for their child via a confirmation letter which will also give details about a stay and play session and meet the teacher meeting and your child's start date.

If we are unable to meet your preferred sessions, we will endeavour to help, by discussing alternative arrangements.

Parents must respond to the confirmation letter, accepting the place offered by the end of term (before the school holidays). If no reply is received the place will be offered to another child.

Over-subscription Criteria

In the event that Ballifield Nursery is full, children's details will be retained on a waiting list and parents will be contacted if places become available.

Starting Nursery

The initial sessions in Nursery will be shortened sessions, to enable children to settle in.

Our aim is for the transition from home to F1 to be as smooth as possible and we will always work with families to meet the individual needs of you and your child.

Attendance at our Nursery does not guarantee a place at Ballifield Primary School. Admissions to Ballifield Primary School are the sole responsibility of Sheffield Local Authority.