



**THOMAS**

**WILLINGALE**

## **SCHOOL AND NURSERY**

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

# **Nursery Admission and Attendance Policy**

## **Admission to the Thomas Willingale Nursery**

At Thomas Willingale, we admit children into our Nursery in September in one intake, although if there are available spaces, children may start at other times of the year.

A child is eligible to attend our Nursery on or after their 3<sup>rd</sup> birthday until they reach reception age.

### **15 hour funded places**

Children attend either five morning sessions (8:45am – 11:45am) or five afternoon sessions (12:30pm – 3:30pm) per week. Term time only.

### **30 hour funded places**

A number of places are offered to eligible parents to take up the government's free 30 hour offer. Children attend five sessions (8:45-3:30) per week. Term time only.

Eligibility needs to be proven by interested parents each term by following procedures on the relevant government website. Parents who are interested in applying for a 30 hour place for their child should complete an application form. Failure to prove eligibility will result in the child being moved to the 15 hour funded class if there is an available space or the parent may choose to pay for the extra hours until they become eligible again.

### **Payment of additional 15 hours fees**

For those parents only eligible for 15 hours funding but wishing to increase this to a 30 hour place for their child may choose this as an option, this would be on a first come first served basis and would be charged at £18.00 per day (£90 per week Monday to Friday). Only the full 30 hours can be requested making your child's place full time. You may be able to use your tax free child care account to pay these fees. Please call or email the school admissions team if you wish to enquire about this option.

For more information on any of the above please see **Appendix 1** – Nursery Funding Policy 2024.

Admissions criteria for pupils who wish to join our Nursery follow those for the rest of the school. Please see school Admission Policy 2024 in the Policies section of our website.

Pupils attending our Nursery do NOT have any priority when it comes to admission criteria into our Reception cohort.

## **Attendance Policy**

**Website:** [www.thomaswillingaleprimary.co.uk](http://www.thomaswillingaleprimary.co.uk)

**Email address:** [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk)

At Thomas Willingale Nursery we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also we believe regular attendance at nursery can set good practice for statutory school.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures.

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our Failure to Collect procedure outlines our practice if a child is not collected from nursery.

The school collates and monitors attendance information for all children each half term in line with safeguarding good practice. All parents are made aware of the expectation that they inform the school by telephone on the first day of absence. If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence. If the child is known to Social Care they will be informed of the unauthorised absence. If after one week there has been no contact the school will send a letter to the family. If after two weeks there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list.