

# Seedlings Nursery

## Admissions Policy



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## Statement of Intent

Seedlings Nursery, part of Langley Park Primary Academy, operates one nursery class.

Our Nursery Class offers 24 spaces per session to children aged three or four years old.

Our Nursery aims to provide a high quality nursery experience for children that is geared towards a smooth transition into the next phase of education. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

This policy has due regard to legislation and guidance including, but not limited to, the following:

[Childcare Act 2006](#)

[Childcare Act 2016](#)

[Data Protection Act 2018](#)

[The General Data Protection Regulation DfE \(2014\)](#)

['Early education and childcare' DfE \(2023\)](#)

['Early years entitlements: operational guide'](#).

['The Early Years Foundation Stage Statutory Framework'](#)

## Free Childcare Arrangements.

The Nursery offers 570 hours of childcare and high quality education, over 38 weeks of the year inline with the main academy term dates. Children are eligible for free childcare from the relevant dates (outlined below) up until the beginning of the term following their fifth birthday.

With regards to the age criteria, pupils will be eligible as follows:

When does your child turn three?	Apply for 30 hours funding
Between 1st September-31st December	15th October-30th November (Start term following January 1st)
Between 1st April-31st August	15th June - 31st July (Start term following 1st September)

**Please note:** Seedlings Nursery only accepts new pupils in September and January each academic year.

## **Application Process**

Parents may register their interest in a place at the nursery at any time following their child's birth, by completing the nursery application of interest on the [nursery tab](#) of the academy website.

As part of this process the child's birth certificate will be required as proof of their date of birth. This registration of interest will then be processed by the academy staff to allocate the child a place on a class list or waiting list for the academic year(s) that are required for their child.

The Nursery class lists are allocated on a first come first served basis. Once an application of interest has been completed by parents/carers academy staff will allocate spaces where available.

As of September 2024, the nursery requires that all children attend a minimum of 15 hours across the week, to ensure the best possible learning experience for them.

The nursery reserves the right to reduce the time a child attends the nursery if the child presents with a significant level of need.

## **Offering Places**

Once parents/carers have completed their registration of interest on the main academy website the nursery will confirm whether or not a space is available for the child.

The term prior to the child starts at the nursery, our nursery team will contact families to arrange a home visit to discuss the child's interests, current development as well as discuss any questions that parents may have in regards to the nursery provision.

## **Admissions to Reception**

Children who attend the nursery do not have an automatic place in our Reception classes at Langley Park Primary Academy and should apply through [Kent County Council Primary Admissions](#). The application period for Reception admissions is normally between November and January before your child starts school. It is the responsibility of parents/carers to apply for a primary place for their child. Please see our [Langley Park Primary Admissions Policy](#) for additional information.

## **Transition Arrangements**

Seedlings Nursery, at Langley Park Primary Academy aims to ensure a smooth transition between Nurseries, or between Nursery and Reception classes, whichever nursery or school the child attends.

Parents/carers are invited to visit the nursery prior to the transition. Our Nursery team will visit pupils at home as part of our home visits to ensure a smooth transition for pupils. In addition to this children will receive an electronic booklet, detailing key staff and information in regards to the nursery.

Parents/carers also receive a [Nursery Handbook](#) and copies of all relevant information to their child during their time in the nursery, such as our fee structure and sun protection policy. Additional copies of these are also available within the Seedlings Google Classroom and the Nursery corridor should a parent/carer wish to view them.

Please see our [EYFS Transition Policy](#) for additional information into transition at LPPA.