

Cleve House School and Little Cleve Nursery

Admissions Policy



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Overview

Cleve House School is a non-selective school. All families will be given an equal opportunity to register with Cleve House School regardless of age, sex, race, ability or background.

Cleve House School will not discriminate against any child on the basis of disability. We believe that children with disabilities have an equal right to play as other children and that they have a right to be cared for by qualified staff. We equally acknowledge that due to the nature of the building, we would be unable to accommodate a child with severe physical disability. However where a child has a disability that does not interfere with his/her physical ability and where staff have the appropriate knowledge or training to provide adequate care for that child; Cleve House would not discriminate against that child on the basis of his/her disability.

Procedure

All families will be given the opportunity to be shown around the facilities by appointment with a member of the senior management team, prior to registration. We also recommend that the prospective pupil attends a 'taster day' where he/she joins the appropriate age class for the day following the class timetable. There is no formal assessment but a reading test may be carried out.

Any family wishing to register their child with Cleve House School must complete the Admissions Form and return it with a £250 Registration Fee to secure your child's place.

Once a place has been secured, further opportunities to meet with your child's teacher and classmates will be arranged. Reports or assessments will be sought for all children joining the school from their present school or Pre-school.

Admissions outside of normal Year Group

In any circumstance where a parent requests their child to be admitted out of their normal age group, Cleve House School must make a decision on the basis of the circumstances of the case in the best interests of the child concerned. If possible, the parents need to supply evidence to support this request i.e. reports from external agencies like speech and language.

In general, Cleve House School educate children in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

However, parental requests for summer born children to be admitted to Reception rather than Year 1 at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

Last reviewed September 2019
To be reviewed September 2020

Little Cleve Nursery

Admissions policy for Free Early Educational Entitlement for 2, 3, 4, year olds

We offer 15/30 free hour funded places during time term only at our Nursery within our Nursery opening times. Parents can pay privately for additional hours to extend the session or you can do a mix of the two types. The hours will be offered over 34-35 weeks per year and are 'term time only' as per our setting's term times.

We offer fresh fruit for morning break free of charge and our hot dinners cost £3.20 per meal or your child can bring a packed lunch. Nursery children will eat their lunch in the school hall with the children from Reception – Form 6.

Additional items not covered by the funding are organised trips and we ask parents to provide sun cream along with a sun hat.

Please supply your own child's nappies, change of clothes, appropriate outdoorwear, and wipes.

You may be offered privately paid sessions if there is availability, these are charged currently at £6.00 per hour until July 2018. We provide after school provision at a charge of £6.00 per session.

You will be invoiced termly in advance and will show a breakdown of how many free hours have been used and any additional cost.

3rd party funding is accepted (e.g. payments from universities or employers), but parents must be aware that you cannot claim these hours for the same sessions you are receiving free hours (funded by Bristol City Council).

There is a termly commitment when you use your free hours with our setting, this means you will be agreeing to use your hours with us for the whole term, and if you wish to change and use a different provider we will need to know before we claim for the term ahead. Our usual policy of a term's notice before ending agreements is also in place for all privately paid sessions.

Our admissions method is 'first come first served' – so if there is a space we will offer the funded hours. No deposits are taken.

If you have any complaints about the delivery of the free hours please contact Bristol City Council's Family Information Service on 0117 3574192 or email askcyps@bristol.gov.uk to discuss further.

15 Universal free hours are offered to all 3 and 4 year olds. Children of working parents can apply to have 15 Extended free hours if they meet eligibility criteria as explained on www.childcarechoices.gov.uk . You must apply through HMRC for the extended hours and it needs to be reviewed every 3 months. We are happy to give any support or help if needed when applying for this.

To be able to offer you the 15 extended free hours, we will require your 30 hour code, your national insurance number, your date of birth and your child's date of birth. All of this will be included on the EYR1 Parental Declaration form which we will provide you with.

There is a 'grace period' for the extended hours, if you have a 30 hour code and your child becomes ineligible during the first half of the term, your child will be funded until the end of that term or for as long as they are under compulsory school age.

In the event of you losing your free 15 extended hours you can either keep your child in our setting and pay the private hourly rate for any hours that are not the universal entitlement hours or reduce the amount of hours your child comes to us to just the universal hours, in this case we may fill your child's place with another child.

Last reviewed October 2019
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