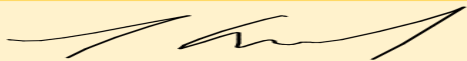
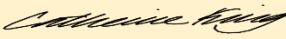




**Comper Foundation Stage School**

**Daycare Admissions Policy**

**2023-2024**

<b>Updated:</b>	February 2032	
<b>Review:</b>	February 2024	
<b>Signed CoG</b>		Date: February 2023
<b>Print CoG</b>	JESPER EKELUND	Date: February 2023
<b>Signed HT</b>		Date: February 2023
<b>Print HT</b>	CATHERINE KING	Date: February 2023



**www.comper.org.uk**  
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768  
Office email: [office@comper.oxon.sch.uk](mailto:office@comper.oxon.sch.uk)  
Headteacher: Catherine King



The purpose of Comper Daycare provision is to assist the largest number of families possible and to maximise places so that the provision is financially viable whilst catering for the needs of the whole community.

Daycare is a school term time provision. All contracts will be based on 38 weeks of provision.

Between the hours of 8.45am – 3.00pm our Daycare is registered for up to 26 children per session aged two and three.

### **Sessions**

8.45am – 11.45am - Half day morning session

12.00pm – 3.00pm – Half day afternoon session

8.45am – 3.00pm – Full day session

3.00pm – 5.30pm – After School Club

### **Admissions**

Admission to the Daycare is obtained by completing an application form. If there is a space, you will be offered it immediately (based on the admissions criteria). If there is not yet a place available, your child will be placed on the waiting list.

Before children can be registered with us, we must see their birth certificate and proof of address. If they are to be placed on the waiting list, we will also require a non-refundable deposit of £50.

Children may be registered from birth.

Comper welcomes applications from all children as detailed in the equal opportunities policy.

Availability of places will take into account the staff/child ratios, the age of the child and registration requirements. For children aged two we work on an adult/child ratio of 1:4. For children aged three and above we work on an adult/child ratio of 1:8.

Children are required to attend at least **two sessions** per week during the school hours of 8.45am – 3.00pm.

For 3 year olds who are entitled to **30 hours funded childcare**, in Daycare we are able to offer 'split site funding'. However should your child move to Nursery 'split site funding' is not offered and the full 30 hours must be assigned to Nursery.

When more applications are received than there are places available, children will be added to the waiting list and given a place following the priority criteria below:



**www.comper.org.uk**  
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768  
Office email: [office@comper.oxon.sch.uk](mailto:office@comper.oxon.sch.uk)  
Headteacher: Catherine King



1. Children we care for (Children who are looked after by the local authority)
2. EHCP or Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3. TYE funded children, based on our criteria for admitting TYE children. See separate criteria.
4. Children who have siblings in Comper school.
5. Children who have siblings in SSMJ School
6. Children who live within the SS Mary and John catchment area
7. Those children that live nearest to the school

For those children that do not meet any of the above criteria, priority for remaining places will be allocated to children who have been on the waiting list the longest.

#### **Criteria for Funded Two Year Olds (TYE funding)**

**We offer 10 places for children eligible for two year old funding. Places are offered against the following criteria:**

1. Children we care for (children who are looked after by the Local Authority)
2. EHCP or Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3. Children who have siblings in Comper school.
4. Children who have siblings in SSMJ School
5. Children who live within the SS Mary and John catchment area
6. Those children that live nearest to the school

For those children that do not meet any of the above criteria, priority for remaining places will be allocated to children who have been on the waiting list the longest.



**www.comper.org.uk**  
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768  
Office email: [office@comper.oxon.sch.uk](mailto:office@comper.oxon.sch.uk)  
Headteacher: Catherine King



Locations and Designated Area of SS Mary & John CE Primary School

