

Northburn Primary School Nursery Admissions Policy

The Governing body recognises that a clear policy of admissions to the school firmly reflects our inclusive ethos.

Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

We aim to provide quality early years provision for children and work with other providers to ensure consistency between placements.

All applications will be treated on merit, and in a sensitive manner. Clearly defined criteria can be articulated to parents and other professionals.

If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the nursery of their choice. However, this is not always possible, due to excess demand on the places available.

Priority will be given to parents seeking 15hours of nursery provision each week, for their child. We, if numbers allow will be able to offer up to 13 full time nursery places (30 hours/week)

How parents and carers can apply for their child to be admitted to our Reception class.

Even if your child attends our nursery setting you will have to apply for a Reception place.

Our school is a community school, and the admission arrangements are determined in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form.

In this school, children enter Reception class at the start of the year in which they will turn 5. For Reception pupils there is one admission date per year, early in September (i.e. when the autumn term begins).

Nursery Admissions

We offer Nursery provision for up to 5 terms, beginning the term after a child is 3. The government funds all children for 15 hours a week. Some children will be entitled to 30 hours Nursery provision from September 2017.

Children can begin Nursery at the start of the term after their third birthday. We generally have two in-takes a year, September and January. Our nursery is staffed for 26 children in each session.

Session 1: AM ONLY 8.30 – 11.30 (15 hours/week)

Session 2: PM ONLY 12.15 – 3.15 (15 hours/week)

Session 1&2 Full Time 8.30 -3.15 (30 hours/week) for up to 13 children if numbers allow.

Those children who stay all day will have their school dinner in nursery. They can have a school dinner (£2.00/day) or bring a packed lunch into school.

CRITERIA FOR ADMISSION TO THE NURSERY

Part-time places will be given priority over full time places. If the number of applications allows, we can provide 13 full time places. I.e. after offering places to all parents who have requested part time places, if there are still places available we will be able to offer full time places. The agreed criterion for admission for 15 and 30 hours provision is the same.

Order of priority for admission:

- 1. Children in the care of a Local Authority (Looked After Children)**
- 2. Children who live within the school catchment area**
- 3. Children who have an elder sibling currently attending Northburn Primary School in the September of the year of their admission**
- 4. The age of the child.**
- 5. The length of time the child has been on the waiting list.**
- 6. Those children who will have an older sibling attending Northburn Primary School in the September of the year of their admission.**
- 7. The position of the children's home address in relation to the school.**
- 8. Children with a particular compelling educational and/or social or medical need.**

Parents will be asked to give a preference with regards to the session options. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. Decisions will be final and there is no right of appeal. We ask that Parents who accept a place commit to taking up the place for the rest of the academic year.

If you have to withdraw your child we ask that you give us as much notice as possible as we may have children on our waiting list. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

ATTENDANCE & LOSS OF NURSERY PLACE

Attendance needs to be regular and punctual due to the great demand for places and so that your child can benefit fully from the entire Nursery curriculum has to offer. If attendance and punctuality become an issue parents will be asked to meet with the Headteacher to discuss. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to parents.

30 Hours eligibility

We would like to make clear that parents eligible to 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

TRANSFER FROM NURSERY INTO SCHOOL

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

Monitoring and review

This policy will be monitored by the governing body.

Clare Scott
September 2016
Chair of Governors

Agreed by Governors June 2016