

# Nursery Hill Primary School

## Ansley Common

## Nuneaton



## Nursery Class

## Admissions Policy

### **Background Information**

All three and four year olds, from September 2010, are entitled to 15 hours free early years education per week for 38 weeks per year at a registered provider if there are sufficient spaces in that class. This entitlement commences from the term following their third birthday.

If parents opt to send their child to the nursery class at Nursery Hill Primary School, then the following policy covers the admission arrangements to these classes.

### **Admission Authority**

The school Governing Body is responsible for administering the admission process to our Nursery class.

### **Admission Committee of the Governing Body**

As nursery school classes are subject to a legal staff ratio, it is not possible to have a formal appeal procedure. However, the Governing Body should establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place, then the child should be offered the next available place.

The Head teacher will provide updates on admissions procedures and practice, numbers on role and numbers on waiting lists at each committee meeting.

### **Places and Sessions Available**

We have a total of 26 places available in our Nursery class. We offer the 15 hours during term time on each weekday morning (8.45am-12.00pm).

### **Attendance**

Attendance will be for 5 sessions per week – each morning between 8.45am and 12.00pm.

### **Length of stay**

Places are offered before the beginning of the term following the child's third birthday. If a child is absent for an extended period (ie. more than 3 weeks) without the approval of the Head teacher for holidays or long stays elsewhere, the place will be reallocated.

### **Applications for admission**

Parents seeking a place at the school should complete the standard Nursery Hill Primary School application form. Parents/carers may apply for a Nursery place at any time and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. All parents/carers are eligible to register their child's name to our nursery class

Applications should be received no later than –

For the Spring Term 2018 - **Friday 12<sup>th</sup> October 2018**

For the Summer Term 2018 - **Friday 1<sup>st</sup> February 2019**

For the Autumn Term 2018 - **Friday 10<sup>th</sup> May 2019**

Parents/carers will be notified of the allocation of a place no later than–

For the Spring Term 2018 - **Friday 16<sup>th</sup> November 2018**

For the Summer Term 2018 - **Friday 8<sup>th</sup> March 2019**

For the Autumn Term 2018 - **Friday 14<sup>th</sup> June 2019**

### **Late Applications**

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

### **Over-Subscription Criteria**

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order-

1. Oldest child by date of birth.
2. Children in the care of the local authority.

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Next Review January 2019

3. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional.
4. Children who have a sibling(s) who will still be attending the nursery/school at the time of admission.

NB. Any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

### **Deferring the Place**

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following term.

### **Procedure for Admission once a place in Nursery has been allocated**

1. Before starting the Nursery class, all parents will be offered a short home visit by two members of the Early Years team.
2. Birth dates will be checked against Birth Certificates.
3. Three transition hours (on three separate dates) will be offered in the term before a child starts.
4. It is the parent's responsibility to register their child for a mainstream school place. The Local Authority will notify parents when these applications need to be made.

### **Waiting List**

Where it is not possible to offer a child a place, they can remain on the waiting list and places will be allocated from the list as they become available during the term. The waiting list must be ranked according to the oversubscription criteria and may change if late applications are added. Parents will be informed in writing if it is not possible to offer a place in the nursery class.

### **Admission to the School**

There is no automatic admission into the main school from the nursery class. At the appropriate time parents/carers will need to complete a Warwickshire County Council application form and places in the school will be allocated by Warwickshire County Council according to the published co-ordinated admission arrangements. The oversubscription criteria do not give any priority to children attending the nursery class. The letter offering a place at the nursery makes this clear to parents.

### **Explanation of terms**

**Parent** This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

**Siblings** Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

**Home Address** The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

**Children in Care** This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority.

**Multiple Births** Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.