

# Nursery Admissions Policy



# January 2020

Implementation date: January 2020

All 3 and 4 year olds become eligible for Early Education Funding from the start of the term following their third birthday.

| Birthday                       | Free early education from beginning of |
|--------------------------------|--|
| 1st September to 31st December | Spring Term (after Christmas holiday)  |
| 1st January to 31st March      | Summer Term (after Easter holiday)     |
| 1st April to 31st August       | Autumn Term (after Summer holiday)     |

**Attendance in our nursery class does not guarantee a place in the Reception class of our school.**

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available.

If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available, we will add your child's name to our waiting list.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use the oversubscription criteria (see below) to help us decide who will be offered places.

In the event that the Nursery is oversubscribed, pupils will be offered places in the following order:

1. Children aged three or four years' old who have an Education, Health and Care plan which names this school nursery will be offered a place.
2. Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangement order or special guardianship order, immediately following having been looked after).
3. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
4. Children who are ordinarily resident in the catchment area by date of birth order.
5. Children with a sibling currently at the school. Sibling is defined in these arrangements children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
6. Children with a parent that works at the school (who has been employed for at least 2 years at the time of application)
7. Children who are ordinarily resident outside the catchment area by date of birth order.

In the event of the school being oversubscribed (in relation to any of the above criteria) priority for admission will be given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school.

### **Other Information Regarding Admissions**

- Fully completed Admission Forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- A copy of the child's birth certificate or passport must be seen by the Head or administrators and accounted for on the admission form.
- In the event of non-admission, the Chair of Governors will provide a reason for the decision.
- The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.
- The school runs morning sessions from 8:50 - 11:50 daily or full days from 8:50am - 3:15pm. In accepting a place, it is expected that children will attend all sessions signed up for each week.
- The number of nursery spaces must not exceed the number of Reception children in the class. There will be a ratio of one adult to 13 children with a minimum of two adults, one of whom will be a fully qualified teacher.
- If the September intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if there are no places.
- Parents who have expressed an interest for January or Easter intake will be informed if the Nursery is full in the September of that academic year in order to allow them to make alternative arrangements for their child. Those who will still be eligible for Nursery admission in the following September will then be invited to apply again for that intake.

### **Waiting lists:**

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Bunwell Primary School, The Turnpike, Bunwell, Norfolk, NR16 1SN.

Applications can be made at any time from 2 years old. 'A consideration list' will be kept by the school of names, addresses, date of birth telephone number and date registered of children who are interested.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Bunwell Primary School offers.

If attendance and punctuality is poor or erratic, the class teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder. If attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances, such as illness certified by a doctor, have been offered, 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 the parents.

Approved by governors - November 2019