

WOODLANDS PRIMARY SCHOOL



NURSERY ADMISSIONS POLICY

**UPDATED: FEBRUARY 2018
REVIEW DATE: FEBRUARY 2021**

NURSERY ADMISSIONS POLICY

PURPOSE OF ADMISSION POLICY

To determine which children are eligible for each of the 104 nursery places available; 52 am/52 pm and to allocate places where applications for places exceed those available.

CRITERIA FOR ADMISSION

A child is eligible for admission to nursery education at the start of the term following their third birthday or earlier if places are available. A parent no longer has the choice of a nursery place once a child is eligible for a reception class place.

➤ **Priority for Admission is given to the Following Categories**

1. Children in need, as defined by the Children Act 1989
2. Children with special educational needs as defined by the Education Act 1996
3. Children for whom exceptional personal/domestic circumstances (whether presented by the parents or otherwise) justify, in the Head teacher's view, admission to nursery education. Such applications may be referred by either Headteacher or parents to the Head of Service, Achievement and Wellbeing.
4. Other children living in CWAC
5. Children living outside CWAC

➤ **Over Subscription Criteria**

In the event of our Nursery classes being oversubscribed, priority for admission will be determined by:

1. Whether or not the child has siblings in the school
2. The proximity of the child's permanent residence to the school
3. The age of the child (DOB)

➤ **2 Year Old Children**

Where places remain following admission to 3 year old (funded) children, places may then be offered to 2 year old children, following the above criteria, with 2 year olds in receipt of 'Early Education' funding taking priority. Parents of two year old children who are requesting an 'Early Education' funded place have to be registered with a Children's Centre who have then confirmed eligibility for a funded place.

ADMISSION ARRANGEMENTS

The admission of a child to a nursery place is a legal process and all offers and acceptances of a place should be confirmed in writing.

Applications for places in the autumn should be received before February half term.

Parents will receive in writing the offer of a place shortly after Spring half term for admission the following September.

Parents must accept the offer of a place in writing, by the last school day in March.

After the acceptance deadline has been reached for the first offer of places, further offers should be made in order to fill any remaining available places. Names will remain on the waiting list to fill future places.

As we are often over subscribed at Woodlands, children are usually only able to attend for the year before they start school and children entitled to funding will be prioritised over fee paying children. Oversubscription criteria will still apply.

FLEXIBILITY

Within each of the priority bands above, factors may be considered to determine whether a child should be allocated a particular session and requests in writing, for different sessions, are prioritised by the Headteacher in the following order:

- a. Children in need (as defined by Children Act 1989)
- b. Children with special education needs (as defined by Education Act 1996)
- c. Children with exceptional/domestic circumstances
- d. Children living in a 25% disadvantaged super output area identified by qualifying postcodes
- e. All other children

Within each of the priority bands identified above, the following factors may be considered in determining whether a child should be allocated particular hours/sessions:

- Any particular needs of the parent or child eg. to enable the parent to work, or to allow them to collect or drop off siblings at school etc
- Any potential impact on the operation or sustainability of the setting

There is no guarantee that this will be possible.

If there are still places available at the start of the Spring or Summer term, then the places will be offered to any remaining children for whom we have received applications – using admissions criteria.

FLEXIBILITY FOR PAID SESSIONS

Parents can request additional paid nursery sessions on top of the 15/30 hours free funded places. Requests for the additional paid sessions will be allocated once the funded requests have been allocated, again, subject to availability.

CHARGES

Charges for paid sessions are:

- 2 Year Olds: £15 for Morning or Afternoon Sessions
- 3 Year Olds: £12 for Morning or Afternoon Sessions

Charges for lunchtime provision for two and three year olds: £2.50

Policy reviewed February 2018

This policy/document was reviewed by:

Signed **Date**

Position

Signed **Date**

Position

The next revision date is: