



# Hotwells Primary School

## Nursery Admissions Policy

*'Learning to Bring out the Best in Everyone'*

**Last reviewed:** March 2019

**Next review date:** March 2020

# Nursery Admission Policy

## Overall Aims

Our aim is to allocate nursery places fairly, according to the educational interests of all children and in keeping with Bristol City Council's (BCC) policy. Bristol requires all Local Authority nursery settings to prioritise places for: Children Looked After, Children in Need and Children of Families with Specific Needs. (See definitions of these terms below).

<http://www.bristol.gov.uk/page/admissions-nursery-schools-and-classes>

## Pupil Admissions

Hotwells Nursery provides up to 24 part time places for 3 and 4 year old children.

We usually have two intakes a year. In September we admit pupils who have had their third birthday on or before August 31<sup>st</sup>. If we have spaces available, we admit pupils in January who have had their third birthday on or before December 31 and in April pupils who have had their third birthday on or before March 31<sup>st</sup>.

## Timing of Sessions

Bristol City Council's policy is that each child should be offered 15 hours a week during term time. At Hotwells, we offer these 15 hours as follows:

Monday 9:00am – 3:15pm, Tuesday 9:00am – 3:15pm, Wednesday 9:00am – 11:30am.

## Wednesday Afternoons Top up

At Hotwells Primary School we offer the option of Wednesday afternoon at a cost of £20 per session, payable in advance, as follows:

Monday 9:00am – 3:15pm, Tuesday 9:00am – 3:15pm, Wednesday 9:00am – 3:15pm.

## Pupil Premium

Pupil Premium is the additional funding schools receive to support 'vulnerable pupils' to enjoy and achieve in line with all other children. Please look at the school website for more information about pupil premium and how the money is spent.



## Child Care Vouchers

Parents can use child care vouchers to pay for nursery top up (on Wednesday afternoon).

## Allocation of Places

Places are initially allocated to pupils who meet the following specific criteria, in this order of priority:

1. Children who are 'in care'.
2. Children who are 'in need'.
3. Children of families with 'specific needs'.

The terms above are defined in the Children's Act 1989:

- Child 'in care' is a child in the care of or provided with accommodation by the LA.
- Child 'in need' is a child referred by Social Services (particularly those on the child protection register) and/or a child identified as being disabled or having special education needs (SEN).
- Child of family in 'specific need' is a child who has acquired or encountered some difficulty which requires additional help if their life chances are to be optimised or the risk of social exclusion is to be averted.

<http://www.legislation.gov.uk/ukpga/1989/41/section/18>

Places are then offered to pupils in accordance with Bristol LA school admissions procedures, ie:

### 1. Siblings

Where there are siblings in attendance at the school and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

### 2. Geography

Children living closest to the school as measured in a direct line from the home address to the school. The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor. Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority's computerised mapping system.

For further information refer to Bristol LA School Admissions information at

<http://www.bristol.gov.uk/page/school-admissions>



## Staffing and Pupil Numbers

In keeping with the statutory requirement for 3 and 4 year olds when a qualified teacher is present, our staff: pupil ratio is 1:13. We have a minimum of two members of staff, including a qualified teacher, allocated to our nursery class during the school day. Our maximum pupil numbers in any one session is therefore 24.

During lunch time, as a qualified teacher is not always present, the adult: pupil ratio is 1:8. Lunch times form part of the children's 15 hour provision.

## Timetable for managing admissions

- When a parent expresses an interest in a place in our Nursery class, their contact details are kept on record.
- At the start of the admission cycle, parents are contacted and invited to apply for a place by a given dead-line. The application form asks for information required to allocate places according to this policy. Parents are also invited to specify their preferred option.
- After the deadline for applications, places are allocated according to the criteria set out above.
- We aim to offer places for September by the end of Term 4 and places for January by the end of Term 1. For April intake we aim to offer places by the start of Term 3

## Further Information

When a place is offered, all children should attend on a regular basis as agreed by the Nursery teacher and parent.

The school's decision on the allocation of places is final. Nursery education is a non-statutory provision and there is no parental right of appeal to the Local Authority should a child not be allocated a place. There is a complaints procedure for parents in relation to nursery admissions – please write to the chair of governors under these circumstances.

Admission to the Nursery does not guarantee an automatic right to a place in the Reception class. The LA policy for admission to Reception applies and all applications must be made direct to the LA.

This policy was adopted in March 2019. This policy is subject to annual review by the governors of Hotwells Primary School.

