



BENCHILL PRIMARY SCHOOL

Nursery Admissions Policy

Written by: **Abigail Holt**

Date of Policy approval: March 2018

Date for Policy review: March 2019

Signed

A handwritten signature in black ink, appearing to read 'J. M. King', is positioned above the text '(Chair of Governors)'. The signature is written in a cursive style.

(Chair of Governors)



Benchill Primary School is a school that centres on children, families and their community. Everything we do is designed to provide an active learning environment where children want to learn and succeed. We aim to provide a school where your children are safe and cared for and that stimulates their creativity and self-worth. Benchill Primary School will consider all applications. Where fewer applications are received for nursery than there are places, the school will offer places to all those who have applied. Pupils are admitted to the nursery in the term after they turn 3 and to Superstars in the term after they turn 2 if there is a place available. The main intake is in September but intakes may be done in January and at Easter at the discretion of the school. The admission number in September 2018/19 will be 65 for nursery and 40 for Superstars.

Oversubscription

If the number of applications for admissions is greater than the published number, places will be allocated in accordance with the following criteria and in the order in which they are set out below.

Category 1. Pupils who are in public care (Children in Care) on the date of the application.

Category 2. Pupils with a Statement of Special Needs, significant specific medical, social or special educational needs that are not covered in a Statement of Special Educational Needs.

The significant specific need that parents may ask to be taken into account must:

- relate directly to the student
- be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education.

Parent(s) wishing to make an application on the basis of this criterion must demonstrate that Benchill Primary School is uniquely suited to meet the need described in their application and that no other school can meet these needs.

Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. Benchill Primary School reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the school.

Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the school to consider late information.



Category 3. Pupils with a sibling or siblings currently attending the school who will continue to do so on the date of admission. Sibling means: children with one or more brothers or sisters attending Benchill Primary school at the time of admission. Brother or sister includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. The school reserves the right to ask for proof of relationship.

Category 4. Any other children.

Children will be admitted based on the order they are in on the waiting list.

Waiting list

Benchill Primary School operates its own nursery waiting list. It is open to any parent to ask for his or her child's name to be placed on the waiting list. The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Places in nursery are not filled as they become vacant but are filled the following term if the school decides to do a nursery intake.

Appeals

Parent(s) have the right of appeal to the Governing Body if they are dissatisfied with an admission decision of the school. Further assistance is available at the school office.

Making an application

Application forms are available from the school office or on the school website.

In Year Admissions

Benchill Primary School only admits children into the nursery at the beginning of a term.

Hours

Benchill Primary School offers 30 hour places. For working parents who meet the criteria for 30 hours we require that they make an on line application to secure the funding and comply with all requirements to recheck eligibility. Failure to do so will lead to places being withdrawn. For parents who meet the criteria for free school meals we offer fully funded 30 hour places. Eligibility for free school meals is checked using an online checking programme.

Closing date for applications

There is no closing date to apply to the nursery. Children will be added to the waiting list in the order in which they apply subject to the oversubscription criteria above.



We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted. Article 29: Education should help children use and develop their talent and abilities. It should also help children learn to live peacefully, protect the environment and respect other people.