

## **Netherton Infant & Nursery School Nursery Admissions Policy**

Responsibility for making decisions regarding admissions to the school's nursery class lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

### **Age Range**

The nursery class at Netherton Infant & Nursery School is able to provide free early years provision for children from the term following their third birthday, if there is an available place.

<b>Child's 3<sup>rd</sup> birthday falls between ...</b>	<b>A place can be accessed from ...</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April (or the start of the Summer Term)
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September (or the start of the Autumn Term)
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January (or the start of the Spring Term)

### **Applying for a place at the Nursery**

Parents should apply for a school nursery place by obtaining an application form from the school office.

<b>Child's DOB falls between:</b>	<b>Places available from:</b>	<b>Application deadline</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March 2009	April 2012	1 <sup>st</sup> February 2012
1 <sup>st</sup> April and 31 <sup>st</sup> August 2009	September 2012	1 <sup>st</sup> June 2012
1 <sup>st</sup> September and 31 <sup>st</sup> December 2009	January 2013	1 <sup>st</sup> October 2012
1 <sup>st</sup> January and 31 <sup>st</sup> March 2010	April 2013	1 <sup>st</sup> February 2013
1 <sup>st</sup> April and 31 <sup>st</sup> August 2010	September 2013	1 <sup>st</sup> June 2013
1 <sup>st</sup> September and 31 <sup>st</sup> December 2010	January 2014	1 <sup>st</sup> October 2013

The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the *nursery admissions list*.

The length of time a child's name has been on the admissions list will not be taken into consideration.

The Headteacher will inform parents by letter whether it has been possible to allocate their child a place.

### **Application for a place in the school**

All children will be considered equally for a nursery place, regardless of whether they may eventually apply for a place in the reception class in our school.

Conversely it needs to be clearly understood that a child attending our school for their early years entitlement is not given priority into our reception class..

Parents will need to apply separately for a reception class place. The responsibility for admission to the reception class rests with the local authority as explained in the *Primary School Guide for Parents*.

### **Criteria for admission into the nursery class if oversubscribed**

Admission to our nursery class is based on the expression of parental preference.

If there are more applications than places available the Headteacher will use the following criteria.

#### **The criteria**

Priority for a nursery place will be given to:

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect. (Examples may include children who are active cases for social care colleagues and children on the child protection register.)
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications. ( Examples may include children identified by the pre-school assessment service as having special educational needs, or as requiring assessment to decide if they have such needs, children who have needs identified by medical professionals, children living in families considered to be exceptionally disadvantaged in relation to the usual

- circumstances for this area, children who have limited or no access to English speaking environments.)
3. Children who live in the Priority Admissions Area (PAA) in age order.
  4. Children who live outside the PAA but who have an older sibling attending the school in age order.
  5. Children who live outside the school's PAA in age order.
  6. Extra district children in age order.

### **Waiting list**

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place with another provider may need to be sought.

### **Transfers**

Transfer from one provider/nursery to another can only happen at the start of term unless there are exceptional circumstances which must first be approved by the local authority (*Free Early Years Provision Working Group*). A transfer is dependent on a place being available.

### **Right of appeal**

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.