



# NURSERY ADMISSIONS POLICY 2017

## CRITERIA

### *Nursery Criteria: Pre-School Year*

#### Respective Functions

The Board of Governors has drawn up the school's admissions criteria and has delegated to the principal its function and responsibility in relation to the application of the criteria and the admission of pupils to the school.

#### Admissions Criteria

\*A child from socially disadvantaged circumstances means a child whose parent is in receipt of Income Support or Income-based Jobseeker's Allowance; where an award of Income Support has been 'converted' into an Employment and Support Allowance and the Social Security Agency has confirmed that the level of benefit remains the same then the parent should continue to be treated as being in 'socially disadvantaged circumstances'. When parents/guardians apply for places for their child on this basis they must have their application form stamped by the Social Security Agency.

- 1 Children born between 2 July 2013 and 1 July 2014 whose parent(s)/guardian(s) are from socially disadvantaged circumstances\*.
- 2 Children born between 2 July 2013 and 1 July 2014.

In the event of over-subscription, within any of the above criteria, the following sub-criteria will be applied:

- 1 Children who have an older brother or sister or half-brother or half-sister currently enrolled in the primary school. (Indicate name and year group)
- 2 Children who list Fane Street Nursery as their first preference.
- 3 Children who are the eldest or only child in the family.
- 4 Children whose parents or siblings have previously attended Fane Street Primary School (Indicate names and dates of attendance on the application form).
- 5 Children who reside with their parent(s) in the area closest to the school on the date of application.  
Proximity will be determined between the front gate of the school and the child's residence as measured on Google maps travelling by car.

### ***Nursery Criteria Penultimate Pre-School Year***

Any places remaining will be allocated using the criteria identified below:

- 1 Children who have siblings who have attended or currently attend Fane Street Primary School.  
(Indicate name, dates and year group)
- 2 Children who list Fane Street as their first preference.
- 3 Children who are the eldest or only child in the family.
- 4 Children whose parents or siblings have previously attended Fane Street Primary School  
(Indicate names and dates of attendance on the application form).
- 5 Children who reside with their parent(s) in the area closest to the school on the date of application. Proximity will be determined between the front gate of the school and the child's residence as measured on Google maps travelling by car.

NB. When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. Examples of such information include whether the child is the eldest child/has brothers or sisters attending the school.

### ***Duty to Verify***

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Application Form.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

### ***Waiting List Policy***

Should a vacancy arise after Friday 9 June 2017 all applications for admission to Fane Street Nursery Unit, that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 30 June 2018.

The school will contact the parent(s) in writing if your child gains a place in the school by this method.

The child's name will automatically be added to the list.

## APPLICATION OF CRITERIA

### STAGE 1 – (11 January – 27 April) CONSIDERATION OF TARGET PRE-SCHOOL AGE APPLICATIONS (ie, 2.7.13-1.7.14) ONLY

1. If **UNDERSUBSCRIBED** the school will provisionally 'select' all **target age** pre-school applicants (including lates – which will still be marked late).
2. If **OVERSUBSCRIBED** the school will select by applying criteria to punctual **target** pre-school age applications:
  - i. Statutory criteria will be applied first.
  - ii. Sub-criteria(on) will be used to select to last available place

#### **RECALLING PUPILS AFTER ISSUE OF LETTERS ON 27 APRIL AND UP TO 9 JUNE**

If we are oversubscribed and are advised that a child will not be taking up a place, **this place will be reallocated immediately to the child previously not selected** who was next in line for a place **at the end of Stage 1**. The school will inform the Admissions Office in writing at this point.

### STAGE 2 – (28 April – 9 June) CONSIDERATION OF THOSE UNPLACED TARGET PRE-SCHOOL AGE CHILDREN AND UNDERAGE PRE-SCHOOL CHILDREN

**STAGE 2 OF THE PROCEDURE WILL ONLY APPLY IF THE SCHOOL STILL HAS PLACES (i.e. undersubscribed at end of Stage 1).**

1. All target age pre-school applications (ie late at Stage 1, new, punctual) are now treated equally and selected in accordance with published admissions criteria **except** where further preferences were requested from unplaced target age applicants and these were not returned until after 11 May (these will now be considered 'late' in Stage 2 and will not be considered until all punctual pre-school applications are considered). Those children offered a place on Thursday 27 April will not have their place removed even if an applicant at Stage 2 meets a higher criterion.
2. If the school still has places available we will **NOW** consider the 1<sup>st</sup> preference applications for children in their penultimate pre-school year i.e. underage.

### ***Duty to verify***

**Any one of the following original documents can verify child's age or name:**

- ☐ Child's Birth Certificate;
- ☐ Letter awarding Child Benefit to the child or another letter relating to this benefit;
- ☐ Child's Medical Card;
- ☐ Child's passport;
- ☐ Child's adoption certificate.

**Any 2 of the following original documents can verify address at which child is resident:**

- ☐ Bank or building society statement;
- ☐ Utility bill (for instance electricity, gas, Television Licence, telephone);
- ☐ Letter awarding Child Benefit to the child or another letter relating to this benefit;
- ☐ Electoral ID card;
- ☐ Driving Licence;
- ☐ Addressed payslip;
- ☐ Mortgage statement;
- ☐ Rental agreement;
- ☐ Land and Property Services rates demand.

Recent documents will be requested when this information is being used to verify address. Information older than 1 year will not be deemed suitable for these purposes. Preferably documents will be no more than 3 months old.

Other verifying documents which may be used to verify other application information such as eldest child or sibling relationships might be:

- ☐ A letter from a member of the clergy, the child's General Practitioner or a solicitor.

### ***Return of Documents***

Documents will be checked and photocopied by the receiving School Staff Member

## ENTRY TO THE SCHOOL

Children will be phased into school using the following Criteria:

### **Initial Procedures:**

1. Parents will be informed of settling in procedures at New Intake Parents' Meeting in June prior to children starting in September.
2. Children will have the opportunity to visit the nursery with their parents, to meet some of their classmates and the nursery staff in June.
3. Parents will receive booklet with information and guidance about Nursery practice. Individual start dates are included in Parent Booklets.
4. Parents will have the opportunity to meet the class teacher on an individual basis prior to their child starting.

### **Process:**

1. On the first day of term the two groups of six- eight children will stay for one hour each. The first group will consist of those children returning to nursery for a second year and the 'oldest' children. The second group will be the 'youngest children'.
2. An adult from home will be expected to stay with child during the first session to offer support. A parent or carer must to be prepared to stay for further sessions if appropriate.
3. Parents of distressed children will be asked to stay and settle their child, leaving them for a short period which will be increased as the child settles.
4. When parents leave, we will ask them to say goodbye to their child and explain that they will be coming back and when.
5. Parents will be expected to return punctually at the required time.
6. The following week another six children will start (three in each group). This process will continue over the month of September until all children have started.
7. As each child grows in confidence their time will be increased gradually and eventually the two groups will overlap for a short time.
8. The time the child stays and the time the groups overlap will gradually increase. Parents will be given a timetable keeping them informed of the times that their child should attend.
9. It is intended that children will stay the full day 8.55am-1.45pm after the Halloween break, but this will depend on the individual child being able to cope with this longer session.
10. Parent's right to confidentiality will be respected and they will be kept informed about how their child is settling.

### **Procedures for children that start nursery during the school year:**

1. Parents will have the opportunity to meet the class teacher on an individual basis prior to their child starting.
2. Parents will receive a booklet with information and guidance about Nursery practice.
3. On the first day the child will stay for one hour only, so they can meet classmates and nursery staff.
4. This time will gradually be increased depending on the individual child.
5. Parents of distressed children will be asked to stay and settle their child, leaving them for a short period which will be increased as the child settles.
6. When parents leave, we will ask them to say goodbye to their child and explain that they will be coming back and when.
7. Parents are expected to return punctually at the required time.