



# Sedgefield Primary School

Learning Together for Life

## NURSERY ADMISSIONS POLICY

All children are entitled to 15 hours of free nursery provision provided over 38 weeks (universal entitlement). From September 2017 some children will be entitled to an additional 15 hours (extended entitlement).

In Sedgefield Primary we offer the following patterns of provision:

### Universal entitlement (15 hours):

- 5 mornings a week
- 5 afternoons per week
- Monday and Tuesday all day and Wednesday morning
- Wednesday afternoon, all day Thursday and Friday

If sufficient places are available, arrangements could be adapted to suit individual needs, but once agreed will be set for the remainder of the academic year.

### Extended entitlement (30 hours):

- 8:45 am until 3:15 pm 5 days per week, term time only (additional charge of £2.00 per day made for school lunch, no charge for care during half hour lunch break)
- 7 x 3 hour sessions in school during term time (additional charge of £2.00 per day made for school lunch as above) and 22 hours of provision at Sedgefield Fun Club during school holidays (packed lunches must be provided by parent/carer)
- Combination of sessions in school and before/after/holiday sessions with Sedgefield Fun Club. Arrangements could be adapted to suit individual needs, but once agreed will be set for the remainder of the academic year.

(Additional before/after/holiday sessions may be purchased directly from Sedgefield Fun Club at their published rate).

## **Admission Criteria**

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday, i.e. at the start of term in September, January or after the Easter break.

Sedgefield Primary has an induction procedure to enable each child to be successfully integrated with others and get used to school life. This can be adapted to suit the needs of an individual child. During the induction period a child may not receive their full free entitlement.

To apply for a place in our nursery class for the September intake or subsequent terms, a Parent/Carer must complete and return an application form to the school office by 31<sup>st</sup> March which precedes the academic year for which they are applying.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

### **Oversubscription Criteria**

If there are not enough places available for all applicants, we will allocate places in the following order:

- Children who will have their fourth birthday during the 2017-18 academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the 2017-18 academic year.
- Children who will have their third birthday during the spring term of the 2017-18 academic year.
- Children who will have their third birthday during the summer term of the 2017-18 academic year.

If within any one group there are more applicants than places available, then places will be allocated by applying priorities 1 to 6 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who have exceptional medical or social grounds. (see clarification below).
3. Children who have a brother or sister at the school.
4. Children who live in Sedgefield.
5. Children who live outside Sedgefield, but only if places are otherwise likely to remain available during the academic year.

### **Exceptional Medical or Social Grounds**

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If a Parent/Carer wishes to apply on medical or social grounds they must provide written evidence from relevant registered health professionals, i.e. a doctor or social worker. The evidence must demonstrate why the Sedgefield Primary

School Nursery is more appropriate and what difficulties would be caused if the child were to travel to and attend alternative nurseries. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Headteacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

### Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured by the shortest walking route from the Parent/Carer's home to the front door of school (we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility [as defined under the 1989 Children Act] for the child).

### Allocation of places

Parents/Carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of distance they live from the school measured by the shortest walking route from the Parent/Carer's home to the front door of school. Alternative patterns of attendance will be offered if available.

### Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, the Parent/Carer and the Headteacher will agree the pattern of attendance for the universal entitlement.

### Waiting list

If places later become available, we will consider all the applications on a waiting list. The waiting list will be maintained by the school office from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If a Parent/Carer applies late, their child's name may be added to the list by using the priority order described above.

### **Complaints**

If a Parent/Carer feels that the admissions criteria stated above have not been fairly applied to their child then they may register a complaint with the Governing Body using their normal complaints procedure.

## **Admission into Reception**

Obtaining a place in Sedgefield Primary School Nursery does not guarantee a child a place in the school for entry to the Reception class. There is a different admission policy that applies for admission to primary school entry (see school website for details of Durham County Council Schools Admissions Policy). A Parent/Carer must apply to Durham County Council by 15<sup>th</sup> January before their child's 4<sup>th</sup> birthday for admission to Sedgefield Primary School.

## **Review**

This policy will be reviewed annually by the Governing Body.