
NELSON MANDELA PRIMARY SCHOOL

“Putting your child at the heart of learning”

Our Vision

- Nelson Mandela School is committed to working in partnership with the community to ensure the best outcomes for all.
- We strive to remove the barriers which may hinder learning
- We will provide challenge and high expectations to help our children to reach their goals
- We strive to open minds and open doors to support everyone on their lifelong journey of learning.

Nelson Mandela School ADMISSIONS POLICY FOR THE NURSERY CLASS 2017-2018

1. AIMS

Our aims are:

- 1) To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- 2) To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 3) To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- 4) To provide high quality child centred nursery education to children and families in our local community.

2. NURSERY SESSION OPTIONS

Am: 8.45 – 11.45

Pm: 12.30- 3.30

3. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery Class at Nelson Mandela School is a 78 place Nursery based on 2 sessions per day: 39 children in the morning and 39 children in the afternoon. The government funds children for 15 hours a week.

The school will offer children a place in the nursery if the child will be 3 years old by the 31st of August before the September start of the academic year according to the criteria in the following order of priority.

3.1 Children in the care of a Local Authority (Looked After Children).

3.2 Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. speech therapist, health visitor, doctor etc.) and that has a statement for their needs

3.3 Children who have an elder sibling currently attending Nelson Mandela School in the September of the year of their admission.

3.4 The position of the children's home address in relation to the school.

3.5 Those children who will have an older sibling attending Nelson Mandela School in the September of the year of their admission.

Within the above criteria, each application is always considered very carefully on its individual needs.

Allocation of preferred sessions

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session. The school considers cohort groups alongside other factors such as gender, SEN and language.

4. THE NURSERY "CONSIDERATION LIST"

4.1 A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

4.2 No child will be placed on the consideration list until they have reached their second birthday.

4.3 Parents are required to provide proof of the child's date of birth and home address.

Evidence may be submitted in the form of the child's short birth certificate or passport and a utility bill letter (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. These will then be the contact details used when offering a place.

4.4 The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

4.5 Parents will be sent an invitation to attend an open day in May, with their child to discuss the offer of a place. If parents do not attend or advise us of why they cannot attend the place may be offered to someone else

4.6 Where more applications are received than places available, those children who are not offered a place will have their details added to a reserve list. If places become available during the year places will be offered based on this list.

4.7 The local authority specifies a cut-off date after which parents are unable to add their children to the list.

5. NURSERY INTAKE

5.1 The Nursery Class has a major intake in September of children who will be 4 years old during that academic year.

5.2 The September intake will be staggered over the first 2 weeks of term.

5.3 Any spare places will be allocated during the year, as they become available, providing that the child has already passed his/her third birthday.

6. DECISIONS ON PLACES

6.1 Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.

6.2 The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school.

6.3 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

7. HOME VISITS

7.1 When possible, all children who have accepted places will be visited at home by two members of the nursery staff, at a pre-arranged time in the first working week of the term in September.

7.2 The Nursery will be closed to children during the days in which the staff are conducting home visits.

8. LEAVERS DURING THE YEAR

8.1 If a child is withdrawn by their parents from nursery during the school year, parents must give the school a minimum of 4 weeks notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

9. ATTENDANCE AND LOSS OF NURSERY PLACE

9.1 If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation will be recorded and dated in the child's folder.

9.2 If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Early years Manager.

9.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

9.4 If a child is absent for a period of 10 days without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent.

10. SPRING TERM INTAKE

10.1 If the nursery is not full in January we will take a second intake in of children who have turned 3 between the 1st September and 31st December prior to that January. These children will then have an additional two terms in nursery as they will automatically get a place in the September of that year.

10.2 These places will initially be offered to parents with qualifying children who already have siblings in the school. They will be offered on a first come basis depending on how many spaces are free for that academic year.

10.3. If there is a higher demand than there are places then preference will be given to the oldest children.

10.4. All parents will need to complete a declaration stating that they are only attending this establishment for their entitled 15 free hours.