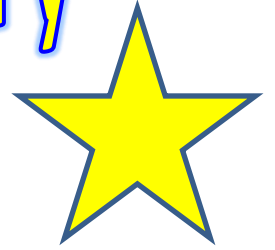




# Bright Stars Nursery



# ADMISSIONS POLICY

**Version:** 1.0

**Date:** March 2017

**Review Date:** March 2018

**Version 2.0 - No changes**

**Date:** March 2018

**Review Date:** March 2019

## Purpose

The policy and regulations for Admissions are determined by the Local Authority in consultation with all of its schools. As required by the Education Reform Act 1988, the standard number of places for Bright Stars Nursery, which is reviewed annually, has been set at 60 part-time places. That is 30 morning places and 30 afternoon places.

## Criteria

If spaces are available, we are able to admit children in the term after their third birthday. Bright Stars Nursery is able to offer children up to 30 hours per week.

<u>If your child was born between...</u>	<u>He/She is eligible for Early Education from...</u>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term - after child's 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term - after child's 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer term - after child's 3 <sup>rd</sup> birthday

All children are entitled to 15 hours funded Nursery education (Nursery Education Funding) and parents, who are both working or is single working parent are entitled to 30 hours funded Nursery education.

Bright Stars Nursery offers funded hours in units of 3 hour sessions.

The offer of places for September will coincide with the Local Authority offer of Reception class places, normally end of spring or early summer term. The offer of places for January will take place in the autumn term and the offer of places for April will take place in the spring term.

If applications exceed the number of available places, Bright Stars Nursery will apply the following criteria in making allocations in the following order:

Priority will be given to:

1. Looked after children who are in public care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.
2. Children already attending nursery who wish to increase their sessions if they are not taking their full entitlement.
3. Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.
4. Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.
5. Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

6. Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

Priority will be given to children outside the catchment area who will have an older sibling at the school on the day they are due to start there. After that, priority will be given to any other children who live outside the catchment area.

Please note the following:

- Applications can be made at any time from birth.
- Bright Stars Nursery can admit children each term if places are available.
- Parents/carers will be asked for the child's birth certificate and proof of address.
- Unsuccessful applicants will be considered with the next group of applicants.

Please also note that a place in Bright Stars Nursery does not automatically guarantee a place at Albrighton Primary School.

It should be noted that we are unable to permit pupils to continue with any allocated place at Bright Stars Nursery beyond the end of the current scholastic year (ended July) in which they turn four years old e.g. child turns four years old between September and August of an academic year, the place ends at the end of the summer term for that academic year. The exception is:

- An EHCP states that the child should do so
- As a summer birth pupil, their parents / carer has opted for them to be educated in the cohort a year below.

This aspect of the Admissions Policy allows Bright Stars Nursery to operate in line with the admission age and criteria for Reception classes at primary schools within Shropshire.

### Absences

Where a pupil has been on a long term absence and fails to return on the agreed return date and no mitigating circumstances, such as illness certified by a doctor, have been offered, schools have the power to remove the child from the school roll. If the child does not return on the agreed date the school will contact the family by telephone and if there is no reply then a letter will be sent.

### Appeals

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Bright Stars Nursery, Albrighton Primary School, Newhouse Lane, Albrighton, WV7 3QS.

### Responsibilities

The governing body is responsible for ensuring that the school complies with legislation and that this policy and its related procedures and strategies are implemented. The designated committee of the governing body have responsibility for monitoring and reviewing the on-going impact of this policy.

The Headteacher is responsible for implementing this policy, for ensuring that all staff are aware of their responsibilities and are given appropriate training and support.

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This Admissions Policy was approved at the Full Governors Meeting on 26<sup>th</sup> March 2018

Signed by Chair of Governors: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Review Date: March 2019