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**Canterbury Nursery School
and Centre for Children and Families**

Basil Street,
Bradford, BD5 9HL
Executive Head Teacher: Duncan Jacques
Head of School: Jackie Bracewell

Policy

Admission

Statutory or Non Statutory	Statutory
Frequency of Review	Annually
Last Review	September 2018
Next Review	September 2019
Website	Yes

Canterbury Vision

At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.

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 Canterbury Nursery School, which is 108 part time places for 3-4 year olds (54 morning and 54 afternoon) and 80 part time Early Education places for two year olds (40 morning and 40 afternoon).

Aims

Our aims are:-

- To provide education for children 0-5 years.
- To ensure fair and transparent admissions to Canterbury Nursery School.
- To work with other agencies to ensure continuity of provision on entry and transfer.
- To ensure that administrative systems are in place to facilitate high quality admissions and transfer procedures.

Admissions criteria

Core Admissions – 15 hour entitlement for 3-4 year olds

Children will be eligible to be admitted to NEF places for the equivalent of 15 hours a week subject to availability in the term after their 3rd birthday. (These 15 hours may be offered in a flexible way where possible, encompassing morning, afternoon and full day sessions)

Core Admissions – 15 hour entitlement for 2 year olds

Children who are eligible for a 2YOEE place (criteria are laid out in the DfE Early Education and Childcare document) for the equivalent of 15 hours a week subject to availability will be eligible in the term after their 2nd birthday. (These 15 hours may be offered in a flexible way where possible, encompassing morning, afternoon and full day sessions)

Priority will be given to:

- Children with special educational, medical or social needs including looked after children. (Applications on these grounds will have to be supported in writing by the relevant professional involved, such as a Social Worker or GP etc.)
- Children with a sibling at the same nursery school when the child is due to be admitted. (A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.)
- For children who are four before the following September it will be taken in birth date order (Children must have a third birthday before the 31st August of the qualifying year for a 3 year old NEF place)
- Children living in the nursery school reach. We regard the parental home address to be where the child spends the majority of their school week, Monday to Friday, including nights. Evidence of address is required and may take the form of a utilities bill or council tax bill confirming name and address.

When filling remaining places mid-term, we use the previous term's waiting list first.

Please note the following:

- Applications can be made at any time from birth.
- Parents will be asked for the child's birth certificate and proof of address.
- Unsuccessful applicants will be considered with the next group of applicants.

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 phone initially and if there is no reply a home visit will be carried out. If the parents are unable to be contacted a letter will be sent. See Attendance Policy.

15 hour Early Education for 2 year Olds Places

The Centre has 80 Early Education places for vulnerable 2 years olds. Admission criteria for these places is set out in the document Early Education for Two year Olds – Support and Funding Guidance April 2014. The Centre delivers these places under the terms of a Service Level Agreement with Early Years, Childcare and Play.

The Centre promotes continuity of provision and when a child is admitted to a 2 year old place a discussion will take place with parents about continuity when the child becomes eligible for a core nursery place

Transition

- The Room Leaders will liaise with the Leadership team on all aspects on admission and transition.
- The Room Leader will liaise carefully with other parents and agencies where appropriate in order to gain a full profile of children on entry and thereafter.
- The Nursery School will liaise carefully with parents to ensure the transfer from home to nursery, from part-time to full-time and from one nursery room to another to ensure transition is smooth and in the best interest of the child.
- The Nursery School will liaise carefully with local schools to maximise opportunities for continuity and progression on children's transfer.
- Where children have an additional need or disability extra support may be offered to meet the needs of the child linked to the stage of assessment according to the Special Educational Needs Code of Conduct.
- Allocation of places and transfers between units will be the responsibility of the Head of School in consultation with Room Leaders.
- The Nursery School will liaise with local schools where possible to ensure that there is no overlap in the allocation of nursery places.
- Children who already have a place at another setting will not normally be offered a place unless there are specific reasons for the change e.g. move form a different area, change in home circumstances, current setting unable to meet their needs.

Resource provision admissions

The Nursery School can apply for a child to be given a resourced provision place or places can be allocated by the Early Years Inclusion Panel (EYIP) at their monthly meetings. Following the EYIP meeting, the Nursery School is given details of the children who have been offered places, the Canterbury Inclusion Team meet to discuss the referrals to ensure we can meet the needs of the child and feedback to the EYIP Panel who will then make contact with the family to discuss the details.

Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body

Signed by:

Chair of Governors: Date:

Executive Head / Head of School: Date

Agreed at the Governing Body Meeting on: