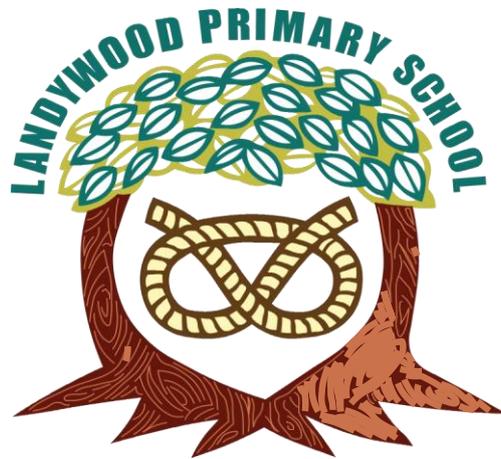


LANDYWOOD PRIMARY SCHOOL



Admission Arrangements for Nursery and Pre-School

February 2019

Landywood Primary School, is a large primary school in Great Wyrley, South Staffordshire, close to the border of Walsall. We have a stand-alone Early Years setting including our Little Acorns Pre-School, Landywood School Nursery and Reception. The Nursery run both morning and afternoon sessions, Monday to Friday, term time only.

Morning sessions 8.30am – 11.30am

Afternoon sessions 12.30pm to 3.30pm.

In addition, we have a lunch time session from 11.30am to 12.30pm which can only be used in conjunction with a morning or afternoon session.

There are a maximum of 73 places for the Nursery. Children can be admitted in the term after their third birthday. We run a cycle of 3 term admissions into our Nursery and Pre-school; September, January and April. There are 73 places available overall for the 3 points of entry. Children are admitted without reference to ability or aptitude.

Landywood Primary School offers both 15 and 30 hours funded provision as well as the option to purchase extra sessions under the Nursery Wrap Around Care (NWAC). Please Note: It is the parent's responsibility to apply and reapply, when required, for 30 hours funding through www.gov.uk. Parents should then provide the school with the '500 ref code' before the child attends the nursery and again following any reapplication. Parents will also need to sign the funding form on a termly basis.

The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for parents for proof of the criteria for admission, including home address.

We aim to meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Nursery will be determined by the oversubscription criteria detailed below.

1. Registration for Admission to Nursery

1.1 All parents are requested to register pupils as soon as possible as this will assist the school in making future plans. Registration forms are available on the school website, within the EYFS area or the school office. Registration does not imply that a position will be available when the child reaches nursery admission age.

1.2 The date of registration will be noted, but does not give any priority.

1.3 Attendance at the Nursery does not guarantee a place in Reception and parents need to apply for the Reception admission separately by applying directly to the local authority.

2. Timings and procedures regarding Nursery admission

Parents will be asked to confirm their wish for a place for their child in Nursery as follows:

- January intake – by the last working day of the Summer 1 term. (May - as stated on the school website)
- Easter intake – by the last working day of Autumn 1 term (Oct - as stated on the school website)
- September intake – by the last working day of Autumn 2 term (Dec - as stated on the school website)

The school will confirm to parents if a place is available at the nursery as follows: -

- January intake – by the last working day of the Summer 2 term (July - as stated on the school website)
- Easter Intake – by the last working day of Autumn 2 term (Dec - as stated on the school website)
- September intake – by the last working day of the Spring 1 term (Feb - as stated on the school website)

When a request for a place is received after the above time frames, places will be offered, if available on a first come, first served basis.

3. Oversubscription Criteria

Where applications for Nursery exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

3a. Relevant children in care, including those previously determined as Looked-After Children (That is, children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

3b. Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)

3c. Children living within the defined catchment area of the school (definition of catchment is available on the school website)

3d. Other children will be arranged in order of priority, according to how near their home addresses are to the school determined by Google Walking Route Map.

3e. Children with an Educational Health Care Plan (EHCP), to a maximum of five places in total, will be allocated.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria. If for instance, all the catchment area cannot be accommodated, children who are catchment and live closest to the school will be admitted next.

4. Additional Information

4.1 Before they will be admitted, fully completed Admission Forms are required for each child entering the school. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.

4.2 A copy of the child's birth certificate must be seen by the school and accounted for on the admission form.

4.3 Parents/carers will be informed of the outcome of their application for a place, in writing. In the event of non-admission the Chair of Governors will supply a reason for the decision.

4.4 Parents/carers will be required to accept their child's place, by either return form or email to the Early Years Admin Team.

4.5 If the September intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if no places are available.

Appendix A

- Definition of a Sibling.

'Brother/sisters living at the same address including step brothers/sisters and children in foster care within a family unit'

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- responsibility, living with each for part of the week.

The home address for a child whose circumstances are described above will be considered to be the address that the child lives at for the majority of the week, including weekends. Evidence to support this may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.

Review by Chair of Governors.....

Headteacher.....

Date.....

Agreed at the Governors meeting on 14th February 2019