



# Hollinswood Primary School & Nursery

## Admission to School Nursery Policy

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# **HOLLINSWOOD PRIMARY SCHOOL AND NURSERY**

## **ADMISSION TO SCHOOL NURSERY POLICY**

### **1. General**

Telford & Wrekin promotes provision for under-fives throughout the Authority and will ensure that it meets the statutory requirement for pre-school education for three and four year old children. Headteachers of nursery schools and schools with nursery classes or foundation stage units must accept for consideration any applications from families with pre-school age children. All applications received should be considered in line with the criteria set out.

### **2. Admission Limit**

Each local authority setting will have an admission limit. This limit is governed by the physical limitation of the space available to the provision. The admission limit will be set out by the local authority and forms part of their Ofsted registration. **The admission limit for our Nursery is 52. This will be split between:**

**13 x morning session**

**13 x afternoon session and**

**13 x 30 hours places.**

### **3. Applications**

Children's names will be placed on a waiting list by the school. An application form must be completed and given to the Headteacher/Manager or nominated person. The information is treated as confidential and in accordance with the Data Protection Act. Those requesting a 30 hours place must complete the schools 30 Hours Offer Agreement and provide a valid 30 hours code issued by the HMRC.

### **4. Admission**

The earliest age a child can start is the term after the child's third birthday.

<b>A child born on or between</b>	<b>Will become eligible for a free place from</b>	<b>Term</b>
1 April and 31 August	1 September following their third birthday	Autumn
1 September and 31 December	1 January following their third birthday	Spring
1 January and 31 March	1 April following their third birthday	Summer

### **5. Attendance at more than One Provider (Maximum of Two Providers)**

Parents can choose for their child to receive their entitlement by attending more than one provider.

Parents choosing to split their funding entitlement must be given equal consideration as those applying for a full-time place.

- Usually 15 hours per week of provision over a minimum of 3 days
- Provision between 8.45am to 11.45am and 12.15pm to 3.15pm
- Up to 7 hours per day as standard
- No fewer than 1 hours in a day (unless purchased alongside additional hours)
- Provision split between up to 2 providers
- Attendance is at the discretion of the school

## **6. Children with Special Needs**

Child with Special Medical or Education Needs will be treated exactly the same as all without in the allocation of places.

## **7. Criteria in the event of oversubscription**

If there are more applications than there are places, the places will be offered in accordance with the following criteria until the nursery is full.

- Children in the care of a local authority
- Children with an exceptional medical, educational or social need supported by written evidence from an appropriate professional.
- Children, starting with the oldest\*, who have a sibling(s) who will be in attendance in the nursery/school at the time of admission, whose home address is nearest to the provision
- Children, starting with the oldest\*, whose home address is nearest to the provision

*\* The oldest definition is determined by month of birth rather than date of birth. All children will be grouped by month.*

NB. In any case where two or more children rank equally under any of the criteria and there is only one place available, preference should be given to the child nearest to the provision measured by a straight line distance on the GIS system supplied by Telford & Wrekin.

## **8. Waiting Lists**

When the provision is full a waiting list will be established in the oversubscription priority order. Children will be entered on the waiting list in the above order of priority. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

*Parents with children on a waiting list should be advised that they can take their free entitlement with another provider. This does not affect their status on the waiting list.*

**Parents should contact the Family Connect Service for details of providers in their locality (01952) 385385.**

## **ADMISSIONS PROCEDURE**

1. Parents may apply at any time for a place for their child. All parents applying will be asked to complete the relevant application forms, containing the advised standard information.
2. Where there are more applications than places, all applications received will be considered using the oversubscription criteria only. The date of application will not be taken into account when allocating places.
3. All information given by the parent/carer must be regarded as confidential but should be made available to those considering the application.
4. All applications for places to the nursery will be held by the nursery or setting and considered in the criteria outlined in the guidance document oversubscription criteria.
5. Parents can choose for their child to receive their entitlement by attending more than one provider.

Parents choosing to split their funding entitlement must be given equal consideration as those applying for a full time place.

- Usually 15 hours per week of provision over a minimum of 3 days
  - Provision between 8.45am to 11.45am and 12.15pm to 3.15pm
  - Up to 7 hours per day as standard
  - No fewer than 1 hours in a day (unless purchased alongside additional hours)
  - Provision split between up to 2 providers
  - Attendance is at the discretion of the school
6. Parents should be made aware that if their child attends a local authority setting for 15 hours per week, the parents will pay for any additional care their child receives (for those not entitled to the 30 hours funding).
  7. Where a child attends 2 providers funding will be split between the providers according the parent/carer requirement.
  8. Parents should be informed as soon as possible that their application has been considered by no later than the end of the week after half term, of the term before entry to the provision.
  9. Parents should be advised that places are allocated on a termly basis and should be discouraged from moving, unless circumstances demand otherwise.
  10. Parents will need to return the reply slip to school to accept the nursery place offered.

11. If the child does not attend within the first two weeks of the start date then the school will try to make contact with parents to establish a reason. If no contact can be made then the offer will be withdrawn and the next child on the list will be offered a place.

### **Admission to the School**

It should be made clear to the parents/carers that attendance at the nursery does not guarantee a place at any specific primary or infant school. When considering applications for primary or infant schools the local authority gives no priority to children who have attended the nursery. This includes those children educated in a foundation stage unit.

***“You must apply for a place in the reception year group (Year R) even if your child is already attending the nursery class at an infant or primary school. This is because a place at a nursery class does not guarantee your child a full-time place at that school. Even if you already have an older child attending the school you need to apply for a place for your younger child.”***

### **Parent**

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by a local authority, which acts as corporate parents.

### **Siblings**

Two children who are living as a family at the same address.

### **Home Address**

The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week.

### **Children in Care**

This is a child who is in the care of a local authority or provided with accommodations by that authority; or in an arrangement supported by the local authority.

### **Multiple Births**

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not other we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.