



ADMISSION TO NURSERY POLICY



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Policy Authors	Hollinswood Primary School & Nursery
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Committee/Approver of Policy	Finance & Personnel Committee
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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. **Hollinswood Primary School and Nursery's admission number is 52.** The school operates with 26 places in the morning and 26 places in the afternoon.

3. Applications/Register of Interest

Parents/carers contact school to place their child's name on a waiting list in school. The waiting list is sectioned into months and children's names are added by date of birth. The school office use this to identify children who are eligible to start using the agreed criteria for the next intake.

Each intake is admitted in the Autumn term (September), Spring Term (January) and Summer Term (after Easter). The Foundation Phase Leader arranges welcome meetings and an induction timetable for parents and children prior to the child starting nursery. During this induction period parents/carers will complete all required admission forms. This information is treated as confidential and in accordance with the Data Protection Act.

4. Admission

Children are eligible at the **start of the term following their third birthday** until statutory school age.

A child born on or between	Will become eligible for a free place from	Term
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

If places are available, children can be admitted **during the term of their third birthday**. This is at the discretion of the school and for children eligible for two-year-old funding. Parents will be required to complete the appropriate funding forms and provide school with their eligibility codes.

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. The guidance given is:

- 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. Sessions Offered

- **15-hour Session**

As a school we offer 15 hours per week which is 3 hours as a morning session – 8.45am to 11.45am or 3 hours as an afternoon session – 12.15pm to 3.15pm.

- **30 Hour Sessions**

As a school we offer 30 hours per week which is 3 hours as a morning session – 8.45am to 11.45am and 3 hours as an afternoon session – 12.15pm to 3.15pm. The lunchtime break at 11.45am – 12.15pm is outside the 30 hours funded session and will be chargeable along with the school meal if parents wish for their child to have a school meal.

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 an application form, containing the advised standard information. This does not guarantee the offer of a place.
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. 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.
5. 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. **Please see the Nursery Fees and Charging Policy.**
6. Where a child attends 2 providers funding will be split between the providers according to the parent/carer requirement.
7. 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.
8. Parents should be advised that places are allocated on a termly basis and should be discouraged from moving, unless circumstances demand otherwise.
9. Parents will need to return the reply slip to school to accept the nursery place offered.
10. 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 class is not connected to the admissions process for any primary or infant school. Attendance at a 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.

Parents/carers must apply for a place in the Reception year group (Year R) even if their child is already attending the nursery. This is because a place at a nursery does not guarantee your child a full-time place at that school.

(Taken from Telford & Wrekin Council - Primary Schools Information Booklet 2023-2024)

Even if you already have an older child attending the school you need to apply for a place for your younger child.”

Definitions

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 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.