



# Nursery Admissions Policy

Last reviewed: October 2024

Next review due: October 2027

## **1. AIMS**

Our aims are:

- To ensure access and entitlement to the benefits of high-quality child centered nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so will make the very best of our resources.
- To provide high quality child centered nursery education to children and families in our local community.

## **2. NURSERY SESSION OPTIONS**

### **15 hours Universal Entitlement**

Monday, Tuesday, Wednesday, Thursday and Friday allocation

Option 1 – 5 AM Sessions 15 hrs - 8.45am -11.45am

Option 2 – 5 PM Sessions 15 hrs - 12.30pm – 3.30pm

**30 hours Extended Entitlement** 10 Sessions – 30 hrs in total Five days - 8.45.am - 3.30.pm

## **3. FLEXIBLE PROVISION**

Subject to availability, it may also be possible to increase the hours that children attend nursery through paying for additional hours. An additional lunch time session runs from 11.45 am – 12.30.pm. A school lunch may be purchased or a packed lunch provided by the parent. An additional 3 hour morning or afternoon can be booked at a cost. Additional sessions are dependent upon spaces being available and because we are required to give priority to educational places, they can be withdrawn at 1 weeks notice.

## **4. THE NURSERY "CONSIDERATION LIST"**

A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested in attending our nursery. Following the child's third birthday, places will be allocated following the admissions criteria detailed in this admission policy.

## **5. CRITERIA FOR ADMISSION TO THE NURSERY**

The Nursery at Colburn Community Primary School is a 52 place Nursery based on two sessions per day: 26 children in the morning and 26 children in the afternoon which includes 13 x 30 hour places over the two sessions.

The government funds all three and four year old children for the 15 hour universal entitlement a week and the 30 hours extended entitlement for working parents of three and four year old children. The Governors of the school will offer children a place in the nursery to start the day after their third birthday. Children will initially be invited to attend an induction session with their parents, prior to starting on a full-time basis.

Places will be offered according to the criteria in the following order of priority

All governing bodies are required by law to admit to the school a child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school. This is not an oversubscription criterion. This relates only to children who have undergone a statutory assessment and for whom a final statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) has been issued.

### **First priority**

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted\* or became subject to a child arrangement order\* or special guardianship order.

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

### **Second priority**

Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.

*Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.*

### **Third priority**

Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.

*Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.*

### **Fourth priority**

Children within the normal area of the school, giving priority to the oldest children first.

### **Fifth priority**

Children from outside the school's normal area, giving priority to those whose home is nearest to school first.

## 6. DECISIONS ON PLACES

Decisions on offering places will be made by the Headteacher and EYFS Leader. The decision to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place in our nursery does not guarantee first preference with regards to session options. The school will contact you prior to your child's 3<sup>rd</sup> birthday to inform you as to whether a place has been offered and make arrangements for induction. Once a place is offered, the offer must be taken up within 3 weeks or the offer may be retracted and offered to another child.

Once a universal 15-hour place is offered and accepted, the place will be guaranteed for the duration of the entitlement. If sessions are oversubscribed, it is our intention to be able to offer 15-hour universal places across the year. It may therefore be necessary to give eight weeks' notice (including holiday periods) to reduce an extended 30-hour place to a 15-hour universal place. If this is necessary, the last child allocated a 30-hour place under fourth and fifth priority groups will be the first child identified to have their hours reduced. Children with 30-hour places allocated from priority groups one, two and three will not have their allocation reduced.

Places will be confirmed on the Parental Declaration form. Any changes requested will be considered at the end of a term to commence the following term if possible.

**The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the main school.**

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year. Notice to withdraw the offer of a place may be given where a child does not consistently attend.

## 7. APPEALS AND COMPLAINTS

In the event that your child is not being allocated a nursery place and you believe that this is the result of the allocation process not being carried out correctly, you should put your concerns in writing to the Chair of Governors, who can be contacted c/o the school office.