

NORHAM
ST. CEOLWULF'S
C OF E SCHOOL



Norham St Ceolwulf's

C of E First School

Nursery Admissions

2017-18

Date	June 2018
Date to be Reviewed	June 2019
Head teacher	Ms S Jones
Signed:	
Chair of Governors	Mr D Watkin
Signed:	

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Introduction

Our Nursery is part of Norham St. Ceolwulf's Church of England First School. This Nursery Admissions Policy has been written following consultation with and the agreement of the Governors of Norham St. Ceolwulf's First School and outlines the provision we offer and our admissions criteria. The nursery offers term time only provision for children from the term after their 3rd birthday until they enter full time schooling as follows:

- 3rd birthday before 31st August – Start in Autumn term (September)
- 3rd birthday before 31st December – Start in Spring Term (January)
- 3rd birthday before 31st March – Start in Summer term (April)

It should be noted that admissions to any nursery, even those attached to a school, does not guarantee admission to the Reception classes at Norham St. Ceolwulf's First School. Parents must follow normal procedures when applying for full-time education

Provision

All parents are currently entitled to 15 hours free childcare per week. Some parents may be entitled to 30 hours funded childcare.

At Norham St. Ceolwulf's Nursery we are able to offer 30 hours childcare provision each week in line with the school term and hours (8.30am-2.30pm, Monday-Friday when school is open)

Norham St. Ceolwulf's Nursery sessions available from September 2018 are;
30 hours across the week (6 hours daily)

Session Timings

- 15 hours places: 5 morning sessions from 8.30am to 11.30 am
- 30 hours places: 5 day sessions from 8:30am-2:30pm

Applications

The Governors intend to admit into the nursery, in September 2018, without reference to ability or aptitude. Children born between 1st September 2014 and 31st August 2015 will be admitted in September 2018 where places are available. We recognise that parents want to be sure they choose the Nursery which is right for their child, so we strongly recommend that you contact our setting and if you would like to arrange a visit to our nursery then you would be more than welcome to make an appointment by phoning our School Office on 01289 382370.

Reserving a Place

If you have applied for a place either by phone or submitting an application form then you will be notified in February 2018 with an offer and the session that we have allocated for your child. Parents will need to accept the place in writing within 2 weeks of the offer otherwise the place will be withdrawn, and offered to another child. There is no right of appeal for morning or afternoon places. If you have not yet reserved a place you can do this by contacting the School Office (01289 382370).

Is attendance flexible?

Yes, but we recommend regular attendance. This is to ensure continuity for the children and also to give them the best possible start with opportunities for their experiences and learning to be enhanced and developed across the week.

Admissions Criteria

The Governors and Head Teacher will consider applications in order of names on the Reservation List. The final decision on when the child is admitted rests with the Head Teacher and Governing Body of the School. Where the number of applications exceeds the number of vacancies, the Governors will offer places using the following criteria in the order stated:

1. Children in public care (looked after children) or children previously in care, but subsequently adopted or subject to a residence or special guardianship order.
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional.
3. Children who have a sibling(s) who will still be attending the nursery/school at the time of admission.
4. Children living nearest to the nursery class based on the distance from the home address to the school measured in a straight line in accordance with the NCC measurement of home.

NB. Any case where two or more children rank equally under any of the above criteria and there is only one place available, the priority is the oldest child by date of birth.

Note 1: For this Admissions Policy a brother or sister includes a full brother or sister or step/half brother or sister living at the same address.

Note 2: Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. Parents will be asked to provide proof of residency at their stated home address in order that the admission criteria can be applied fairly. If proof of residency cannot be confirmed then the offer of a place may be withdrawn.

Waiting Lists

Parents of children who have not been offered a place at Norham St. Ceolwulf's Church of England First School Nursery may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. Casual admissions during the school year are subject to there being suitable vacancies and left to the discretion of the Head Teacher. Parents interested in places should keep in contact with the school.

Admission to Reception Class

Please Note: A new application will need to be made for a place in Norham St. Ceolwulf's Church of England First School First School. Attendance at our Nursery will not give a priority for a place in Reception. Information and application forms for your child's admission to a school will be available in October of the preceding school year (admissions information and how to apply online will be available from the school). It should be completed online and returned to the Local Authority by the date stated on the information.

Right of Appeal

Decisions made on offering Nursery places are made by the school in line with the admissions criteria outlined in details above. You have the right to appeal against any decision made and a governor's appeal panel has been set up specifically for this purpose. If you wish to exercise your right of appeal please write to the governor's appeal panel, c/o the Head Teacher. Any appeal must be based on whether the school followed its agreed admission arrangements. The appeal must state why the parent believes that the school has not followed these arrangements.

Policy Review

This policy will be updated annually by the Governors.