

Cruddas Park Early Years Centre

Admissions Policy



Introduction

Cruddas Park Early Years Centre (CPEYC) is an 88 place Local Authority Maintained Nursery School offering 17 hours and 15 minutes per week of nursery education (includes free 15 hour entitlement funded by the Government and an additional free 2 hours and 15 minutes funded by CPEYC) to three and four year olds.

In addition, it has a forty place Playgroup for two year olds. Two year old children who receive government funding are entitled to 15 hours free child care each week. CPEYC Playgroup also welcomes fee paying children (ie those not in receipt of 2 year funding). Application forms are held in the school office and on our website, and eligibility is checked by the Local Authority.

Rationale

To establish a criteria for the admission of pupils to our Nursery School and Playgroup.

Main Nursery School Admissions

- Children are eligible for 15 hours free nursery education per week in the term after their 3rd birthday.
- CPEYC admits children in the term they turn 3. The majority of children are admitted in September, but children can be admitted throughout the year as places become available.
- Children who apply before the term they turn 3 will be put on a waiting list.
- Children will be admitted in date of birth order from the waiting list. Exceptions, ie recommendations from other agencies, will be decided by the Head Teacher.
- Children in our immediate catchment area will be given priority.
- The staggered entry of children is to be organised by Head Teacher.
- A 'settling-in' period is in place to ensure children build up to staying for the full day at their own pace, dependent on their individual needs. This is usually achieved within two weeks. However, as all children are individuals, some children may take longer to settle. Key Workers will discuss individual children with their parents/carers on a daily basis throughout the settling-in period to ensure a happy start to nursery.
- It is the staff's responsibility to ensure non-arrivals are followed up.
- Looked after Children (LAC) or children with Special Educational Needs and/or Disabilities (SEND) who apply, will be offered a place.

- If there are fewer applications than places available then every child will be offered a place. If there are more applications than places available, then places are offered to children dependent on their individual needs.
- If special reasons for admissions to the nursery are to be considered, detailed written information about the child's circumstance will be required.
- If we have to refuse a place because there are more applications than places available, we will keep a waiting list of the names of applicants.
- To apply for a place for your child in our Nursery or Playgroup, parents/carers need to complete an Application Form. Our application form can be requested via telephone (0191 2736682) or email (admin@cruddaspark.newcastle.sch.uk), or obtained from our website in the Parent's section, under 'Admissions'. Alternatively, you can arrange a visit to the Centre by telephone, or drop-in, and complete an application form. We always encourage parents/carers to visit us in person. Once you have secured your place at Nursery or playgroup, we will require you to fill in an Admissions Form. This can also be located in the Parent's section of the website, under Admissions.

Parental responsibility

Parents who share responsibility for the care of their child are expected to reach agreement to a nursery placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid. This is in line with Local Authority guidance.

Attendance at a nursery school or class does not guarantee a place in a reception class at a primary school.

Playgroup Admissions

- Children can be admitted to the Playgroup in the term after they turn 2.
- Children in our playgroup will be guaranteed a place in our main nursery.
- Playgroup keeps a waiting list. Children are admitted in date of birth order.
- Looked after Children (LAC) or children with Special Educational Needs and/or Disabilities (SEND) who apply, will be offered a place.
- A 'settling-in' period is in place to ensure children build up to staying for the full session.

At CPEYC, our policies are regularly reviewed by the Head Teacher and Governing Body. This reflects current practice and ensures all related government guidance and statutory requirements are adhered to.

Review Date	Changes made	By whom	Date Shared
March 2017 Next review Mar '18	20/3/2017	Karen Collins Sue Blakemore	20/3/2017-shared and ratified with GB