



This policy was adopted in **February 2016**

This Policy is due for review in **February 2018**

ADMISSION POLICY: NURSERY

1. AIMS

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of Nursery education on a fair and equitable basis for all pupils.
- 1.2 To establish an admissions policy which is governed by clearly defined criteria that may be communicated to parents / carers and other professionals.
- 1.3 To help promote consistency of practice and procedure between early years settings in Brighton and Hove and our local schools.
- 1.4 To provide quality Nursery education to children and families in our local community – Bevendean!

2. NURSERY SESSIONAL OPTIONS

Due to lower than expected numbers in children over the past few years, our Nursery currently operates as follows:

- Open for 50% of the school week
- 15 hours free provision to all children the term after they turn 3 years of age
- Monday – Tuesday: 8.55am – 3.10pm; Wednesday 8.55am – 11.55am

* NB: If numbers significantly exceeded that of our current intake, the school might be in a position to extend this current level of provision.

3. ADDITIONAL SESSIONS

Where there is availability and capacity, there is an option to buy additional sessions in Nursery. Further details including pricing can be obtained from the main school office.

4. CRITERIA FOR ADMISSION

The school's Governors will admit children who are a minimum of three years of age to the Nursery, according to the following criteria in order of priority:

- i. Children in the care of a Local Authority (Looked After Children).
- ii. Children with a particular compelling educational and / or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.) up to 20% of the available places.
- iii. Children who have an elder sibling currently in school.
- iv. The position of the children's home address in relation to the school.

Within the above criteria, each application is always considered very carefully on its individual needs.

5. THE NURSERY "WAITING LIST"

- 5.1 A waiting list will be kept by the school for names, addresses, D.O.B., telephone number and date registered of children. This list will be kept in date of birth order within the criteria for admission outlined above. Parents will be required to complete an admissions form.
- 5.2 All admissions forms received will have a reply letter stating receipt of their letter. Places will be confirmed as follows:
- o September places will be confirmed no earlier than the previous May.
 - o January places will be confirmed no earlier than a half term before (October).
 - o * April places will be confirmed no earlier than a half term before (February)
- * April places will only be offered in extreme circumstances as this can be very unsettling for children*
- 5.3 The waiting list will **not** operate places on a "first come, first served" basis. The length of time children are on the waiting list in no way influences the decisions about places.
- 5.4 Completed forms should be returned to the school office.
- 5.5 Returned forms will be filed in date of birth order within the criteria for admission outlined above.

6. NURSERY INTAKE

- 6.1 The September intake into Nursery will be staggered over no more than two working weeks where possible and home visits will take place during this time. January and April intake will not be staggered.

7. DECISIONS ON PLACES

- 7.1 Decisions on places are made by the Office Manager, EYFS Leader and the Headteacher.
- 7.2 Decisions are based on the criteria and procedures laid out in the admission policy and places will be confirmed in the term prior to the intake date.
- 7.3 Account will be taken of any preference for sessions expressed by parents, but preferences are not guaranteed.
- 7.4 It must be made very clear to parents that the offer of a Nursery place DOES NOT in any way mean automatic entitlement to the main school.

8. NURSERY OPEN DAYS/DROP-INS

- 8.1 The Nursery will hold an Open Day in September and drop-in sessions for the parents and children of the January and April intakes.
- 8.2 Follow-up visits for children can be arranged as appropriate.
- 8.3 No children will be admitted during the term (unless social services are involved).

9. HOME VISITS

- 9.1 Where possible, all children who have accepted places will be visited at home by two members of the Nursery staff.
- 9.2 Home visits will occur within the first working week of the Autumn Term and where possible prior to the Christmas and Easter breaks for those starting in January and April. Alternatively parents will be provided with the opportunity to share information about their children with the Nursery staff on site.

10. LEAVERS DURING THE YEAR

- 10.1 If a child is withdrawn from Nursery during the school year, then the parents will have to re-apply to the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Nursery will in no way influence the decision on being offered a place.

11. LOSS OF NURSERY PLACE

- 11.1 If attendance and punctuality is poor or erratic, the Nursery teacher / and or Early Years Foundation Stage Coordinator will arrange to meet with the parents/carers to discuss ways forward.
- 11.2 If attendance and punctuality remain poor a letter will be sent.
- 11.3 If, following the letter, there is no sustained improvement then the child will lose their place and it will be offered to someone else. Parents will be notified of the loss of place in writing.
- 11.4 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and Office Manager.

12. TRANSFER FROM NURSERY INTO SCHOOL

- 12.1 Children will generally transfer from Nursery into a Reception class in the September of the school year in which they become 5.
- 12.2 It is essential that parents/carers complete the Reception Admissions application process detailing their preferred school(s). In Brighton and Hove the local authority deals with all school admissions. Their deadline is in the January before starting in the September.
- 12.3 The Nursery staff will liaise closely with other colleagues in reception classes to make arrangements as necessary for a smooth transfer. They will share Tapestry assessment information and other agreed records.
- 12.4 Children once in reception class would be full-time/part-time according to LA policy.

Please note that the Nursery follow the same policies as the main school. Other relevant Policies can be found on the school's website or by contacting the main office.

Safeguarding

Assessment & Reporting

Supporting Pupils' Medical Conditions

Health & Safety

Educational Visits

Special Educational Needs & Disability

Complaints

Information and ICT Security