



**Russell Street School**  
**Nursery Admission Policy**  
**6/3/20**

### Introduction

In our Early Years Foundation Stage we cater for children from 3 to 5 years old. In the Nursery (EYFS 1) children start as three year olds in September and make up a cohort of one academic year. The following September they move to Reception (EYFS 2) as four year olds. Children have an entitlement to three terms of nursery education. All children are entitled to 15 funded hours which can be taken as follows, assuming there are sufficient places available:

- 15 funded hours as 5 mornings (9am – 12noon)
- 15 funded hours as 2.5 days (9-3pm on two days, 9-12noon on one day)

Additional mornings or full day sessions can be added and are charged at £4.68 per additional hour. Families who are eligible for 30 hours funding can use all or part of their funding for additional hours.

If a child attends another setting over the Summer holidays and uses some of their allocation of Universal 15 hours during this time, charges will be incurred at Russell Street School Nursery later in the year.

Places are booked for the year and paid regardless of attendance. Sessions cannot be swapped or booked on an ad hoc basis. This is to ensure stability of staffing and to support curriculum planning.

The Russell Street School Nursery class is a 39 place nursery with a morning or all day session each day. The morning session runs between 9am and 12noon. A full day runs between 9am and 3pm. The Nursery is led by our Nursery Lead Teacher, two nursery nurse key workers and one teaching assistant (dependent on ratios).

### Applications

To apply for a nursery place parents / carers fill in an application form and submit this to the school office. The deadline for applications is January 31<sup>st</sup>.

### Procedures

Policy decisions relating to Nursery admissions are discussed and agreed by the Governors' Pupils, Teaching and Learning Committee and then endorsed by the Full Governing Body. Decisions on individual admissions are made by the admissions governor according to the policy guidelines agreed by the Full Governors. Detailed day to day management of the Nursery is the responsibility of the Headteacher in consultation with the Nursery Leader.

### Reserved Area

The Nursery's reserved area is the same as the school's and is as follows:

The western side of Stony Stratford bounded by and including Calverton Road (odd numbers to 33 and all even numbers), Park Road, London Road (as far as the allotments), Malletts Close and the village of Calverton.

### Waiting Lists

Application forms for the Nursery are available from the School Office.

Children can be placed on the waiting list at any time by completion of an application form, and places will be considered termly. The waiting list is held in criteria and date of birth order. Length of time on the waiting list is not a factor in admissions decisions.

### Admissions Priorities

Children on the waiting list, within the appropriate age group, are considered for admission and allocated places according to the following priority list:

1. Children who have a statement of special educational needs.
2. Children who are 'looked after' by the Local Authority
3. Children living within the school's reserved area. Parents may be asked to provide proof of residence.
4. Children with exceptional needs, either medical or social.
5. Children with sibling(s) already in the Nursery or School at the time of the child joining Nursery.

6. Children from any part of Milton Keynes or from outside the authority.

#### Allocation and Admission Procedures for the Nursery

The normal point of admission to the nursery is September each year. The admissions governors meet annually, in March, to consider admissions to the Nursery for September.

All applicants will be notified of the result by letter by the end of April.

If offered places are declined, new offers will be made according to the policy outlined above, to ensure the Nursery operates as close to capacity as possible.

If a nursery place is accepted a start date will be agreed. If the place is not taken up within five school days of the start date then the place will be considered vacant and offered to the next child on the waiting list.

The admissions governors meet termly to consider admissions for the following term - if places are available.

#### Admission to Nursery mid-term.

Parents may apply to the school during the school year and mid-term (for instance if the family has just moved into the area). If there is a place then the child may be admitted.

#### Morning/Full day sessions

Parents apply using the school's application form and they are asked to state a preference for morning, full-day or full-time sessions. It is not always possible to accommodate this preference; when we cannot, we will still make an offer following the above criteria. Accommodating the preferences is a balance between parents' wishes, the availability of places and ensuring the most effective groupings to support high quality provision for the children (e.g. SEN needs, gender and age balance etc).

Under particular circumstances, if there is availability, and if parents request it, children may be offered a swap of session to accommodate a significant change of circumstance e.g. after long term illness. Any changes will be accommodated on a half-termly basis. Requests should be made to the headteacher via the [office@russell-street-school.co.uk](mailto:office@russell-street-school.co.uk) email address or by letter at least two weeks before the end of the half-term.

#### Induction to the Nursery

All successful applicants will receive their offer of a place and details of the induction programme. They will also be notified of an induction evening, when parents are invited to meet with the Headteacher and staff. This provides an opportunity for parents to find out about the philosophy and ethos of the school and to have a tour of the school.

Families are offered a visit to school, to fill in required paperwork and to meet the teacher and nursery nurse. Each child is given a start date and for that first session the parents are invited to stay. The child then attends a short session of an hour which is extended to a full session when the parents and teacher feel that the child is ready. Some children may require a longer induction period which will be planned with the parents.

Nursery education is not statutory so parents do not have the right of appeal against a decision by the governors not to offer a place.

#### Admission to school

Admission to school is subject to a different policy set by the Local Authority. Admission to Nursery does not automatically give the right of admission to the school. School admission is statutory, and admissions are dealt with by the Local Authority. Parents need to follow the guidelines and deadline for school applications that can be found on the Local Authority website.

#### Notice Period

In the case of a child leaving the nursery in year, there is a six week notice period.