

Oak Green School

Admissions Policy for the Nursery Classes

1. AIMS

Our aims are:

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

2. NURSERY OPENING HOURS

3/4 Year old Nursery: sessions run from 8.45am-11.45am and 12.30- 3.30pm – Mon-Fri

2/3 Year old Nursery: sessions run from 8.45am-11.45am Mon-Fri and 12.30 to 3.30pm

3. CRITERIA FOR ADMISSION TO THE NURSERY

The 3/4 age range Nursery is a 104 place Nursery based on 2 sessions a day dependent on staffing levels. The Government funds children for 15 hours a week for all children the term after their third birthday. In addition, working parents may currently (Jan2019) be entitled to '30 free hours' (please check the Government website for working parents). The Governors of the school will offer children a place in the Nursery usually the term after they have reached their third birthday according to the criteria in the following order of priority.

Children that have a statement of special educational need that names Oak Green as the school on the statement will be admitted before any other priorities are considered.

- 3.1 Children in the care of a Local Authority (Looked After Children)
- 3.2 Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, doctor, etc)
- 3.3 Children who have an elder sibling currently attending Oak Green School in the term of their admission.
- 3.4 Children living in the catchment area.
- 3.5 Children not living in the catchment area.

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

Allocation of preferred sessions

Parents will be asked to give a preference in regard to morning or afternoon sessions when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

Parental Guidance

The entitlement to a free Nursery place is 15 hours a week over 38 weeks or if a working parent has obtained the DfE code for a free 30 hours placement. **Oak Green's Aged 3/4 Nursery is sometimes able to offer more than 15 hours a week. This is beyond the free entitlement, and if parents wish to use this facility, they will have to pay for it.**

The 2/3 year old Nursery is a 24 place Nursery based on 2 sessions a day of 3 hours duration. The Government funds vulnerable 2 year olds for 15 hours a week. The Governors of the school will offer children in the 2/3 year old Nursery a place the term after their second birthday in the following order of priority.

3.6 Children in the care of a Local Authority (Looked After Children)

3.7 Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, doctor, etc) termed a 'vulnerable 2 year old'.

3.8 Children who have an elder sibling currently attending Oak Green School in the term of their admission.

3.9 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. The free entitlement of 15 hours only applies to vulnerable 2 year olds and other children will be charged for the morning/afternoon sessions.

4. THE NURSERY 'CONSIDERATION LIST'

4.1 A consideration (waiting) list will be kept by the school of names, addresses, date of birth, telephone number and date registered of children who are interested.

4.2 The consideration list will not operate on a 'first come, first served' basis. The length of time on the consideration list in no way influences the decisions about places.

4.3 Parents will be sent an application form accompanied by an information letter normally 3 months before the placement starts. Completed forms should be returned to the school by the specified date in the letter.

4.4 Parents will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

5. DECISIONS ON PLACES

Decisions will be made by Admissions in the school office, through discussions with the Assistant Head for Early Years, the Deputy Head for Early Years and KS1 and the

Headteacher. Decisions to offer a place will be based on the criteria laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options. Decisions will be final and there is no right of appeal. The offer of a nursery place **does not** in any way mean automatic entitlement to 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 and to ensure very good attendance.

6. NURSERY OPEN DAYS/ SETTLING IN PROCEDURE

The Nursery will hold an open day in the Autumn Term each year for Parents and children.

To enable children to settle in quickly to our nurseries, staff liaise with any other professionals previously involved with individual children and be given access to records from previous settings. We will provide an informal meeting between parents and the Head of Early Years to explain our rationales; how we settle the children in; how teaching and learning is planned, organised and assessed. As a priority there will be opportunities to discuss any concerns, answer any questions and speak to individual parents where necessary. This enables parents/carers to begin to become familiar with our nursery. In the last 2 weeks of the half term leading up to starting nursery and the first week of the new term, the parents and children will be encouraged to frequently participate in nursery sessions. This will give both the staff and parents/carers/child the opportunity to get to know each other and the facilities, learning opportunities and organisation of the nursery.

The staff will help the children feel secure by;

- Responding to individual needs
- Acting as a positive role model
- Introducing the children to the resources
- Ensuring that the children know where necessary amenities are and how to use them
- Encouraging the children to choose activities and supporting them in their choice
- Explaining and supporting them in becoming familiar with routine
- Praising them for their achievements
- Encouraging the children to interact with each other to facilitate friendships.

7. HOME VISITS

Prior to starting in the Nursery, all children who have accepted places will be offered a home visit, where possible, by 2 members of staff at a pre-arranged time. At this visit, staff will meet with the parent/carer to discuss their child's development and note any concerns, to begin to establish a positive working relationship with the parent/carer and child.

8. LEAVERS DURING THE YEAR

If a child is withdrawn by their parents from nursery during the school year, parents must give the school a minimum of 4 weeks' notice if possible. The place of the child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

9. ATTENDANCE & LOSS OF NURSERY PLACE

9.1 If attendance and punctuality is poor or erratic the nursery teacher/leader will talk to parents and remind them that for the child to benefit from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation is recorded and dated in the child's folder and the attendance file.

9.2 If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher and Attendance officer.

9.3 If following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

9.4 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 a letter explaining the situation will be sent to the parents.

10. TRANSFER FROM NURSERY INTO RECEPTION CLASS AT OAK GREEN SCHOOL

10.1 All parents and carers must be made aware that a place in the nursery does not guarantee a place in Oak Green School and that they must still go through the correct Buckinghamshire County Council's admission procedure.

10.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.