

Wellington Primary School



Nursery Admissions Policy

Date of review Sept 2017

Date of next review Sept 2018

Children can be admitted to nursery following the term before their third birthday if places are available. Attendance will be on a full time or part time basis of mornings or afternoons.

Where places are available, attendance may be on a full time basis. This is a school nursery class and as such operates during term times only. From September 2016 the extra hours, over and above the 15 hour per week entitlement, will be charged for, including a charge for lunchtime supervision. Fees will be payable in advance at a rate agreed by the governing body.

Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

The Admin Officer will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place. Applications received will be considered on a first come first served basis.

Oversubscription

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

- "Looked after" children (as defined in the Education Act 2002 – Admissions)
- Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
- Those children who live in the catchment area of the requested school.
- Children who live outside the catchment area of the requested school, with a sibling attending this school at the time of the applicant's proposed admission
- Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy..

Application for part time places (free entitlement) will be allocated before consideration is given to the allocation of full time places to comply with the Government's Code of Practice.

Determining choice of morning or afternoon place

Parents who want a part time place are asked to state a preference for morning or afternoon. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfill all parents' requests.

Informing Parents regarding applications

- When a place is available the school will inform applicants in the term before the child would start at nursery.
- If demand is very high, applicants may be unsuccessful and they will be informed of this in the term before their child would have entered the nursery. They will then have the option of being placed on a waiting list.

Attendance at the Nursery Class

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each session – and make their presence known to staff when they collect a child.
- Parents/guardians will be asked to provide two emergency contact numbers.
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.