

# Lainesmead Primary School and Nursery



## Admissions to Nursery Policy 2021

Approved by Governors: January 2021

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Signatures

Headteacher

Mrs E Painter

Chair of Governors

Mr A Mulrooney

# Lainesmead Primary School and Nursery

## Admissions to Nursery Policy

### Introduction

All 3 and 4 year olds are entitled to free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year.

Nursery is a non-statutory phase of education, admission to a school nursery class is outside of the statutory framework for admissions.

- Swindon Borough Council is not the admissions authority for nursery classes.
- There is no Swindon Borough Council policy for nursery class admissions, and nursery classes are not encompassed by the Local Authority's Primary Admissions Policy.
- There is no statutory framework for appeals against an admission decision.
- The responsibility for agreeing and implementing an admissions policy for a school nursery class lies with the individual school.

### Aims

*Strive, Achieve, Excel: believe in a limitless future*

Lainesmead Primary school aims to engage children in a stimulating learning environment that will prepare them for their future as citizens in an ever changing and multi-cultural world.

This policy aims to:

- Ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis
- Establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals
- Ensure that, as far as possible, all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources
- Provide high quality, child-centred, nursery education to children and families in our local community

### Information about Admissions to EYFS1 (Nursery) and Childcare

Nationally, from the term after a child's third birthday until they start school, children are currently entitled to 15 hours of free early learning and childcare per week for 38 weeks of the year during school term time. Some families are also entitled to 30 hours of provision. In order to be eligible for 30 hours:

- Children must be 3 or 4 years old by 31 August to be eligible from 1 September.
- To apply, you (and your partner if you have one) must work at least 16 hours a week at the National Living or Minimum Wage, or earn a minimum of £120.00 per week by working less hours at a higher rate.
- This offer is also available if you are self-employed.
- You can still apply for 30 hours free childcare if you or your partner are taking paid time off work, such as maternity leave, paternity leave or sick leave.
- ~~— A parent (or their partner, if they have one) are in work or getting parental leave, sick leave or annual leave~~
- ~~— each earning at least the National Minimum Wage or Living Wage for 16 hours a week — this is £125.28 if the claimant is over 25~~

~~This earnings limit does not apply if claimants are self-employed and started their business less than 12 months ago.~~

All of the above can be taken as Nursery provision within the school's Early Years Foundation Stage as flexible hours are available.

The Nursery is also able to offer additional hours, known as Childcare, which can also be booked through the school office and paid for directly by parents and carers.

Before parents apply for a place at any setting it is recommended that they visit as many as possible; this will ensure that they see the differences between each provision and can make the best choice for their child.

Parents/carers are able to visit Lainesmead and are offered a tour and opportunity to meet with staff in order to help them find out as much as possible about the school.

To arrange a tour parents should contact ~~Nicky Artus~~ **Lorraine Curtis** in our Administration office on 01793 529106 or [admin@lainesmeadprimary.co.uk](mailto:admin@lainesmeadprimary.co.uk).

### **Application Process**

- Parents requiring a place for their child should complete the nursery school application form. Parents will be offered the opportunity to visit the school nursery, prior to submitting a completed application.
- Nursery school application forms will be available to any parent on request.
- ~~• Parents will be informed of the success of the application after the application deadline.~~

- Parents are informed of a place approximately 6 weeks before their start date (around the beginning of the term before they are due to start)
- Parents will be expected to confirm their acceptance of their child's place in writing within two weeks of the offer of a place.
- Some admissions are made outside of this time period, for example if a family have moved into the area and the child is already eligible for nursery provision
- Once funded places have been accepted, spare places will be made available for parents to purchase in addition to their funded place.

**Please note: Due to government legislation, admission to the school nursery does NOT guarantee admission to the primary school, nor does attendance in the nursery give priority to admission to the primary school.**

### **Age of Admission**

- If a child is entitled to 2 year old funding (have received a 'golden ticket') then once the child turns 3, they can transfer into the nursery. This may not be at the start of a term
- Children will be admitted to the nursery class at the beginning of term 1, 3 or 5. It must be the term after their third birthday.
- Admission will be at the start of term to allow for an appropriate settling in process.

### **Criteria for admission to the School Nursery**

The nursery class at Lainesmead Primary and Nursery School has 48 three-four year old places. The Governors of the school will offer children a place in the nursery class in the term following their third birthday if there is space available, according to the criteria in the following order of priority:

- Children in the care of a Local Authority (Looked After Children).
- 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.)
- Children who have an elder sibling currently attending Lainesmead Primary School in the September of the year of their admission.
- Those children who will have an older sibling attending Lainesmead Primary School in the September of the year of their admission.
- Parents who will be selecting Lainesmead Primary School and Nursery as their preferred placement when starting school
- The position of the child's home address in relation to the school.

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

Priority will be given to parents who wish to use either 15 or 30 hours funded provision in the school's nursery.

### **Appeals Process**

There is no statutory right of appeal against a decision with regard to admission to a nursery class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Head Teacher.

### **Home Visits**

When possible, all children who have accepted places will be visited at home by 2 members of the nursery staff, at a pre-arranged time in the first 2 working weeks of each term, prior to the children starting. The Nursery will be closed to children during the days in which the staff are conducting home visits. It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start.

### **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. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to 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, 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.

### **Attendance and Loss of a Place**

If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual ~~due to the great demand for places~~. This conversation should be recorded on CPOMS. ~~and dated in the child's folder~~. 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. 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. 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 Head teacher, and a letter explaining the situation will be sent to the parents.

### **Transfer from Nursery into School**

All parents and carers must be made aware that a place in the nursery (3-4 year olds) does not guarantee a place in the primary school and parents and carers must still go through the correct Swindon Borough Council admissions procedure. The school 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.

### **Allocation of preferred sessions**

Parents will be asked to give a first and second preference with regards to the session options 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. Parents whose children attend ~~an afternoon session or~~ all day will have the option of a hot meal or otherwise parents will be expected to provide a packed lunch. Lunch cover is not include within the 30 hours provision and therefore, this is a paid for facility. Lunch and a hot meal costs £7.00\* and is £4.70\* without the hot meal (\*cost is subject to change).

In both sessions, children are supplied with milk (free if the milk application form has been completed) and a termly charge is made for snacks which are provided by the kitchen of the school.

### **Nursery Session Options for 3-4 year old Places**

On the application form parents are asked to select how they would like to use their 15 or 30 hours free funding:

- All day from 8.30am to 3.30pm
- Morning only sessions Monday-Friday from 8.30am-11.30am;
- Afternoon only sessions Monday-Friday from 12.30pm-3.30pm.

If requesting 30 hours and/or flexible hours, this must be indicated on the application form. The school will do its utmost to provide flexible hours. However, please do understand that some sessions may be full or are unable to be offered.