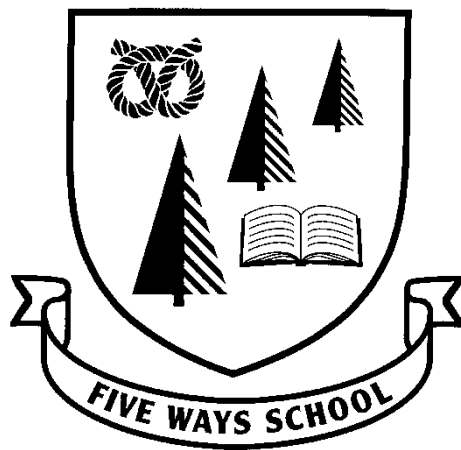


Five Ways Primary School



Nursery Admission Arrangements Policy

January 2019



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Nursery Admission Arrangements Policy

Please read this policy in conjunction with our Nursery Admissions Information for Parents booklet 2019.

For Nursery admissions from September 2019, all places are allocated by Five Ways Primary School in accordance with the school's policy. Applications for our Nursery are processed by the Governing Board of Five Ways Primary School. Our Nursery admissions process opens on 7th January 2019 and closes on 8th March 2019. For further details of how to apply for a Nursery place at our school please see below. Nursery places for September 2019 are offered to children born between 01.09.15 - 31.08.16.

Children can be admitted early, before September 2019, immediately after they are three years old. We will accept children when and if there are places available. Please see the section below and the information booklet for more information about applying for a place after a child turns three.

There are a maximum of 65 morning places and 65 afternoon places, although one child may use both a morning and an afternoon place each day. Wrap-around care before and after school is available to extend the Nursery provision further.

It is our policy to try and meet parents' wishes where possible; however, in some cases there may be more applications than there are places. In this instance, admission to Nursery will be determined by the oversubscription criteria detailed below.

All local authority schools must fund the Nursery staff from the Nursery budget; the school budget cannot subsidise this setting. We continue to prioritise a teacher-led Nursery setting; however, we reserve the right to convert the Nursery to a Qualified Lead Practitioner setting within the academic year if the number of places and take-up of hours does not sufficiently support the running of the Nursery. Parents will receive full communication of any necessary changes.

Oversubscription Criteria

If the total number of applications for admission to the Nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

1) Relevant Children in Care, including those previously determined as Looked After Children (that is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

2) Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date (for admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners).

3) Children living within the defined catchment area of the school.

4) Children wishing to take up a morning and afternoon place each day of the school week.

5) Other children will be arranged in order of priority, according to how near their home addresses are to the school determined by Google Walking Route Map.

Where it is not possible to accommodate all children applying for places within a particular category, then we will allocate the available places in accordance with the next criteria. If, for instance, all the catchment area cannot be accommodated, children who are catchment and live closest to the school will be admitted next.

If a child has been admitted the term after they are three in the Summer Term, meaning that they will still be of Nursery age in the Autumn Term of the subsequent academic year, then they will automatically be offered a place for the following academic year (e.g. in September 2019). This place must be accepted by the deadline stated in the offer letter. If the place is not required for the following September, then we respectfully ask that parents let us know as soon as possible.

Use of Provision Hours

At Five Ways, we have carefully considered the way in which the funding can impact each child's care and learning within Nursery. With this as our priority, all children attending our full-time teacher-led Nursery need to take up all morning places - 8:45am - 11:45am (three hours of provision a day) for five mornings. Lunch and afternoon sessions can be paid for either by the '30 hours' NEF funding or paid for directly by parents to school.

Whichever sessions children access, we require all children to stay for the full session provided. This is due to legal staffing ratios required for Nursery children and also because we prioritise the welfare, care and learning of all children. It is important to us that all children receive the highest possible learning opportunities and the very best level of nurture at all times.

We request that parents using Nursery provision maintain consistent hours over a term. The way in which school is able to claim for these hours is through fixed hours for a term. Near the end of each term, parents are able to request a variation of hours for the following term. These are subject to availability. It may be possible to increase hours each term if places are available. Where more additional hours are requested than available, school will follow the admission criteria to select children for these places.

How to apply

Please download an application form from our school website or collect one from our school office. Completed application forms should be emailed to office@fiveways.staffs.sch.uk, or hand-delivered or posted to:

Five Ways Primary School, Langholm Drive, Heath Hayes, Cannock, Staffordshire. WS12 2EZ

Parents will receive an email in reply to acknowledge receipt of an emailed application. Parents will be notified of the outcome of their application on 25th March 2019.

To take up the place, parents must notify the school of their acceptance of the place by the date stated on the offer letter. Further information regarding new parent meetings, school uniform, etc. will be sent out once a place has been accepted. A school application form and privacy notice will also need to be completed by successful applicants.

Children Starting Early, After Their Third Birthday

In every instance, the Nursery Teacher will invite the child and parents to spend a little time in school to discuss the child's needs within the setting. Where a child is deemed ready for a transition into Nursery, a place will be offered if there is one (see admission criteria and waiting lists in the case of over-subscription). Parents whose children are not deemed by staff to be ready, may re-apply for a place in each successive term.

This service is available as soon as your child is three years of age, but funding would not be available until the first term after their third birthday (see table below). If a child has turned three and is deemed by school to be ready for Nursery, then parents may choose to fully fund an available place. Additionally, parents may extend the provision beyond the fifteen funded hours by paying for further time in the Nursery.

Birthday when child turns three	When a funded place can start
1 January - 31 March	funded places can start in the summer term (from 1 April)
1 April - 31 August	funded places can start in the autumn term (from 1 September)
1 September - 31 December	funded places can start in the spring term (from 1 January)

Application forms should be completed only after a school visit and agreement by the Nursery teacher that the child is ready for transition into the school.

Additional Notes

Attendance at the Nursery will not guarantee admission to our Reception class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority. Criteria for school admissions from Reception to Year Six is set and administered by the Local Authority. Please visit Staffordshire County Council Admission website for further information:

<https://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the Nursery will be admitted to our Nursery setting. This may reduce the number of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Looked After Children (that is, children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

The home address is considered to be the child's, along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places (i.e. where they are normally and regularly living). If a child is resident with friends or relatives (for reasons other than legal guardianship), the friends or relatives address will not be considered for allocation purposes. If a family is applying for Five Ways Nursery as a result of moving into catchment area, then proof of residence will need to be supplied before a firm offer of a place will be given by the school.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date, then those already offered a place will be offered additional hours (e.g. a child who has a morning place may also then take up an afternoon place that has become available). If places become available after the offer date and they are not taken up by those who have already accepted a place, then they will be offered to the children at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available. A child's position on a waiting list is not fixed and is subject to change during the year (for example, a child may move up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria).

There is no statutory right of appeal for admission to a Nursery setting. Any disputes over the administration of the policy will be dealt with by the Governing Body Complaints Procedure.