Five Ways Primary School

Nursery Admission Arrangements Policy

January 2027

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For Nursery admissions from September 2026, 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 Monday 8th January 2024 and closes on Friday 15th March 2024. For further details of how to apply for a Nursery place at our school please see below.

Nursery places for 2027-2028 will have two intakes – based on availability.

A 3-term Nursery place for September 2027 will be offered to children born between: 1st September 2023 – 31st August 2024. (Children applying will need to have had their third birthday before 1st September 2026.)

A 5-term Nursery place, starting in January 2028, will be offered to children born between: 1st September 2024 – 31st December 2024, providing Nursery spaces are available. (Children applying will need to have had their third birthday before 1st January 2028.)

There are a maximum of 52 places in Nursery. Wrap-around care before and after school may be 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 applicants within the catchment area cannot be accommodated, children who are catchment and live closest to the school will be admitted next.

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 **MUST** 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 Nurseryadmissions27@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 Monday 22nd March 2027.

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.

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.

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.