

# **West End First School**

## **Nursery admissions policy**

### **Provision**

West End First School can admit up to 52 children into the school nursery in two 26 place classes. The classes run from 9:00am until 12:00pm and from 12:00pm until 3:00pm Monday to Friday during term time.

### **Eligibility**

All 3 and 4 year old children are eligible for 15 hours per week free early learning and so would be able to attend up to 15 hours per week in daily sessions of three hours.

Three and four year olds may be eligible for up to 30 hours free early learning per week if both parents are working or they are in a single parent family where that parent works. Pupils eligible for 30 hours free early learning will be able to attend up to 30 hours per week in daily sessions of six hours.

Further information on eligibility for 15 or 30 hours free early learning is available from the school office and on the school website at [www.westend.northumberland.sch.uk](http://www.westend.northumberland.sch.uk)

Pupils taking up 30 hours funded places will have lunch in the nursery. Parents can purchase a school lunch at a cost of £2 per day or provide their child with a packed lunch. A child does not have to have a hot school lunch to be eligible for a 30 hours place.

We would like to make clear that parents eligible for 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

### **West Bedlington Early Years Partnership**

As part of the West Bedlington Early Years Partnership we work closely with other pre-school providers in the area. Some of these providers may be able to offer shared provision with the school for those eligible for 30 hours funded places. Parents interested in shared provision between two settings can apply for places through the school or other pre-school settings. A copy of the admission request form is attached.

### **Intake**

There is one major intake of children into the nursery classes in September of each year. All children whose third birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August of the previous

academic year will be admitted to the nursery at that time. Please see below for further clarification.

### **Third birthday between**

1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017  
1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018  
1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019  
1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020

### **Nursery Admission date**

September 2017  
September 2018  
September 2019  
September 2020

### **Intakes during the academic year**

There may be a limited number of places available during the school year for children not eligible for the September intake. If your child turns three between 1<sup>st</sup> September and 31<sup>st</sup> December you may request a funded place for 15 or 30 hours to start the following January and if your child turns three between 1<sup>st</sup> January and 31<sup>st</sup> March you may request a funded place for 15 or 30 hours to start in April.

It is likely that there will only be a few places available so it is important that parents register interest in these places in advance by adding their child's name to the school waiting list. If a place becomes available we will contact parents from the waiting list to confirm if they would like to accept the place. Priority will be given to those parents who have already registered their interest with the school.

If your child currently attends another setting within the West Bedlington Early Years Partnership we ask that you give the current setting a month's notice of your intention to move your child. This allows the current and new setting to make arrangements for your child's transition.

### **Criteria for admission to nursery**

The school is open to receive applications for admissions from parents of all children.

Priority must be given to children with a Statement of Special Educational Needs which names the school.

In the event of over subscription the selection criteria outlined below will be applied in order of priority.

1. 'Looked after children', i.e. children in the care of the local authority, or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with a sibling at the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.)
3. Children who live in the school's catchment area as defined by the Local Authority.

4. Children with exceptional medical or social needs.

5. Other children

If there are more than the permissible number of children within a particular criterion, priority will be given to children living nearest to the school; distance measured in a straight line 'as the crow flies', between the home front door and the main gate of the school, by using the Local Authority's computerised measuring system. In the event of children living equidistant from the school, lots will be drawn.

### **Waiting List**

In cases when an application for a place in school has to be refused the child's name will be placed on the waiting list. If a place subsequently becomes available, the school's waiting list will be examined and priority given to applicants in keeping with the criteria shown above.

### **Procedures**

- Parents wishing to register their child for admission to Nursery should complete the attached application form and return it to school. Places will then be allocated according to the above criteria with no reference to the date of application.
- Parents of a child with a disability should inform the Headteacher at the time of application. The school makes every effort to ensure that disabled children are not put at any substantial disadvantage in accessing the curriculum and are not treated less favourably, without justification, than their non-disabled peers.
- Parents will be notified as to whether or not their child has a place for the Autumn term in the week before the spring half term holiday.
- If an application is turned down an explanation will be provided based on the selection criteria.
- Applicants seeking admission under criterion 5 will be asked to provide appropriate evidence e.g. a report from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- The Governing Body reserves the right to withdraw the offer of a place if:
  - a) false information (i.e. address or declaration of faith) has been given to secure a place
  - b) parents do not respond to the offer of a place in the time scale indicated when the place is offered.

### **Appeals**

If you are not allocated a place your child's name may be entered on a waiting list. You may also appeal the decision by writing to the Appeals Committee of the Governing Body. Your

appeal will be considered by the Appeals Committee and you will be informed in writing of their decision. The decision of the Appeals Committee is final.

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This policy was approved by the Strategic Direction Committee of the Governing Body on 28<sup>th</sup> November 2017 and will be reviewed annually.

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*Paul Woodall*

Chair of Strategic Direction Committee