

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

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.

Intake

There is one intake of children into the nursery classes in September of each year. All children whose third birthday falls between 1st September and 31st August of the previous academic year will be admitted to the nursery at that time. Please see below for further clarification.

Third birthday between

1st September 2016 and 31st August 2017
1st September 2017 and 31st August 2018
1st September 2018 and 31st August 2019

Nursery Admission date

September 2017
September 2018
September 2019

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.

This policy was approved by the Strategic Direction Committee of the Governing Body on 15th June 2017 and will be reviewed annually.

Paul Woodall Chair of Strategic Direction Committee