

# SOUTH STREET PRIMARY SCHOOL



## Nursery Admissions

September 2017

**POLICY DOCUMENTATION**

## Nursery Admissions Policy

All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). Some children will be entitled to an additional 15 hours (extended entitlement). In this school we offer the following patterns of provision:

### Universal Entitlement – 15 hours

5 mornings a week 8.45am -11.45am  
5 afternoons per week 12.30pm - 3.30pm

### Extended Entitlement – 30 hours

8.45am until 2.45pm 5 days per week or until 3.30pm at an additional charge of £1.75 per day.

### Admission Criteria

All children, subject to the availability of places, will normally be admitted to the nursery class as soon as practicably possible the term after their third birthday. All children will be required to have a home visit prior to their start date in the Nursery. However we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances.

### Oversubscription Criteria

If there are not enough places available for all applicants we will apply the criteria which are ranked in priority order below.

- The children who will become four years of age during the 2018/19 academic year and would only have the opportunity to benefit from three terms of nursery education. The allocation of places within this group of children will then be based on priorities 1-7 listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2018/19. Priority will then be given to these children who will become three during the Autumn term, then the Spring term and then the Summer term.

Within each term the allocation of places is based on priorities 1-7 listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2018/19 academic year. We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Gateshead and who will have a brother or sister at the school.
5. Children who have exceptional medical or social grounds. (See point a) below).
6. Other children who live in Gateshead.
7. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

### **Point a)**

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Head Teacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

### **Tie Breaker**

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

### **Allocation of Places**

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated as follows:

- In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.
- In order of date of application received (starting from the earliest).
- In order of distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school, starting from the nearest.

### **Address**

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

### **Change in Circumstances**

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list. If a child loses their eligibility at any point after the allocation of places, parents/ carers and Head Teacher will agree the pattern of attendance for the universal entitlement. Parents will be given the option to purchase the additional 15hours if required.

### **Waiting list**

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Business Manager from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

### **Closing Date**

To apply for a place in our nursery class for September 2018 or subsequent terms in the 2018/19 academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by 22 December 2017. **You will be informed if your child has a place for the 2017/18 academic year, in writing, on or before 31 May 2017.**

### **Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child, you may register a complaint or an appeal with the Governing Body using their normal complaints procedure.

### **Admission into Reception**

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criteria that applies for admission to infant and primary school entry. You must apply again in the September via Gateshead Council before your child's 4<sup>th</sup> birthday for admission to an infant or primary school.

<b>Date this policy was formally reviewed and agreed by the Governing Body of South Street Community Primary School:</b>	
Approved by the Governing Body on:	
Reviewed by Head Teacher	Julie McGrow
Date:	September 2017
Date of next review:	September 2018