

BROMPTON WESTBROOK PRIMARY SCHOOL

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POLICY DOCUMENT: NURSERY ADMISSIONS

Introduction

This is a statutory policy and the governors have agreed that it will be reviewed every four years or when guidance information is updated. The policy sets out how the school manages admissions to Sunshines Nursery and is based on guidance issued by Medway Council on managing the admission of children to Local Authority Maintained school nursery classes. In drawing up this policy, governors have ensured that the principles of equality of opportunity and fairness are adhered to.

Nursery education is a non- statutory phase of education and is, therefore, outside of the statutory framework for admissions. This means that:

- the Local Authority is not the admissions authority
- there is no Medway Local Authority policy
- nursery admissions are not encompassed by the Local Authority's Primary Admissions Policy
- there is no statutory framework for appeals against an admission decision
- the responsibility for agreeing and implementing an admissions policy for a school lies with the individual school
- an admissions policy for nursery class must be published by the school and made available to parents.

Age of Admission

Children are admitted to the Brompton Sunshines Nursery three times a year in Terms 1, 3, and 5 and not before they are 3 years of age.

Children of families moving into the area and late applicants who are aged over 3 years but below the age of primary admission, may be admitted immediately, or at the beginning of the next school term, if there is an available space. However, in discussion with parents / carers, an appropriate settling in process, and proper transition from any setting previously attended will be agreed. The form of this transition will depend on a number of factors, including how long the child has been attending nursery school and any special educational needs they may have.

Application Process

Parents requiring a place for their child must complete the school's Nursery Application form (Appendix i), which is available to any parent on request. Decisions about admissions will be taken by the Head Teacher once each year in June and this will be for all the available places for the whole of the following academic year. The deadline for receipt of applications by the

school is 31st May. Applications for all eligible children will be considered at this time.

Applications will be accepted from children who will reach their 3rd birthday between 1 April of that year and 31 March of the following year. Where there are more applications than available places, the published over-subscription criteria will be used to determine who will be allocated places. Parents will be informed of the outcome of their application by 1st July (Appendix ii and Appendix iii) and the proposed start date during the academic year will be specified at this time. If places remain unallocated after this process, then in-year applications will be considered on a first come first served basis until it becomes necessary to use the over-subscription criteria.

Parents must note that admission to the school nursery class does NOT constitute admission to the primary school, nor does attendance in the nursery class give priority to admission to the primary school. However, as the over - subscription admission criteria for the nursery class closely match that of the primary school, there is likely to be some overlap.

Over-subscription Criteria

The over-subscription criteria for the nursery class is based upon the criteria used for determining admission to the primary school. The priority order is set out below.

1. Children who are Looked After (in public care).
2. Children with current family association e.g a brother or sister in the nursery class, or in the primary school, at the time of entry.
3. Child's health reasons (for which a medical certificate will be needed)
4. Children of a member of staff who has been employed by the school for two years or more
5. Nearness of children's homes (with places offered to those living closest to the school by the shortest available safe walking route)

Home Address

For admission to nursery school, the same criteria will apply as for admission to the school in that the address used must be the child's normal place of residence.

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to a nursery class. Parents wishing to object to a decision concerning their application should put their concerns to the Head Teacher.

Transfer to Primary School (FS2 / Reception) Children commence primary school in the school year in which they attain their 5th birthday and all schools offer places in the FS2 class to start in September of the beginning of the school year. A parent may choose to defer their child's start at school and they may remain in a pre-school or day nursery. It is not, however,

permissible for a child to remain as a nursery pupil at a school as children on the roll of a school must be registered with the correct year group. Consequently, all places in the nursery will finish at the end of Term 6 in July each year and prior to the start of the FS2 year.

Charging for Additional Hours

It is not permissible to charge for the education of a child who is attending a school nursery for fewer than 15 hours per week. Nor is it permissible to have a child attending the school who is not recorded onto the school attendance register.

The first fifteen hours of nursery provision is free to all parents, however, If the school chooses to offer more than 15 hours per week to any family, then a charge will be levied for those additional hours. At Brompton Sunshines, parents requiring additional hours must complete a separate request form and read the detail about conditions carefully (Appendix iii).

The charges for additional hours, when available, and for a school lunch are as follows:

Additional Services Available	Cost £
Full morning	9.00
Full afternoon	9.00
Lunchtime	2.00
Lunchtime with a cooked meal	3.50

Advice and Guidance

Schools and parents may contact the early years and childcare service for advice and guidance on any aspect of nursery education – 01634 335566.