

COLBURN COMMUNITY PRIMARY SCHOOL NURSERY ADMISSIONS POLICY

1. AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community.

2. NURSERY SESSION OPTIONS

Monday Tuesday Wednesday Thursday Friday Allocation

Option 1 – 5 AM Sessions 15 hrs free

Option 2 – 5 PM Session 15 hrs free

3. FLEXIBLE PROVISION

Subject to availability, it may also be possible to increase the hours that children attend nursery through paying for additional hours. The various options available are outlined in appendix 1. Additional sessions are dependent upon spaces being available and because we are required to give priority to educational places, they can be withdrawn at short notice (1 week).

3. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery at Colburn Community Primary School is a 52 place Nursery based on two sessions per day: 26 children in the morning and 26 children in the afternoon.

The government funds children for 15 hours a week. The Governors of the school will offer children a place in the nursery once they have reached their third birthday according to the criteria in the following order of priority.

All governing bodies are required by law to admit to the school a child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school. This is not an oversubscription criterion. This relates only to children who have undergone a statutory assessment and for whom a final statement of special educational needs (SEN) or Education, Health and Care Plan (EHCP) has been issued.

First priority

Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted* or became subject to a child arrangement order* or special guardianship order.

This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

Second priority

Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.

Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Third priority

Children from homes with poor housing conditions or overcrowding, or from a background, which could affect the child's normal educational development.

Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.

Fourth priority

Children within the normal area of the school, giving priority to the oldest children first.

Fifth priority

Children from outside the school's normal area, giving priority to those whose home is nearest to school first.

4. NURSERY INTAKE

Children may be admitted to the Nursery the day after their third birthday. Children will initially be invited to attend an induction session with their parents, prior to starting on a full time basis.

5. DECISIONS ON PLACES

Decisions on offering places will be made by the Headteacher and EYFS Leader. The decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place in our nursery does not guarantee first preference

with regards to session options. A representative from the school will contact you within 6 weeks of your child's 3rd birthday to inform you as to whether a place has been offered and to make arrangements for induction. If you do not hear from us it will be because your child has not been offered a place.

The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the main school.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

6. THE NURSERY "CONSIDERATION LIST"

A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested in attending our nursery.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents will be invited to visit the Nursery, prior to submitting a completed application. They are then asked to attend Nursery to complete an application form, normally the term before the child's third birthday.

7. APPEALS AND COMPLAINTS

In the event that your child is not being allocated a nursery place and you believe that this is the result of the allocation process not being carried out correctly, you should put your concerns in writing to the Chair of Governors, who can be contacted c/o the school office.

This policy has been checked and approved by governors.

Last reviewed: September 2016

Next review due: September 2017