



## Edmondsley Nursery Admissions Policy

**Date Reviewed by Early Years Foundation Stage Committee: Autumn 2021**

### **Application Procedure**

In all situations the Nursery's admission procedure follows the same routine:

- 1) Completed application forms are arranged in birth order.
- 2) Lists of the children to be admitted at the beginning of the Term are prepared no later than 4 weeks prior to the start date.
- 3) For each child, a letter offering a nursery place is written to the parents with details of the child's start date. Acceptance note is also included to return to school.

### **Over Subscription**

If the Nursery is oversubscribed the places will be allocated using the following admission criteria:

1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Children in Need. The Children Act 1989 defines a child 'in need' as: a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act. b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services. c) He/she is disabled. Supporting evidence (e.g. from a paediatrician or social worker) should be submitted with the application form. Parents applying under this criteria are strongly urged to contact the Head Teacher to ensure Edmondsley Primary School is an appropriate setting in which the child's needs can be met.
3. The offer of a place will be prioritised according to date of birth. The earliest a child can begin in our nursery class is the start of the half-term following their 3rd birthday, depending on places available. Where applicants have the same date of birth, priority will be given to the earliest date of application.
4. Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
5. Those children who live in the catchment area of the requested school.
6. Children who live outside the catchment area of the requested school, with a sibling attending this school at the time of the applicant's proposed admission

Children who live nearest to this school calculated by shortest walking route.

### **Waiting Lists**





Parents of children who have not been offered a place at the Nursery may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Children can be admitted to Nursery the half-term following their third birthday if places are available.

This is a school nursery class and as such operates during term times only.

Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

### **Informing Parents regarding applications**

- Parents/guardians will need to accept the place in writing, on the reply form provided.

### **Attendance at the Nursery Class**

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- Since places in the Nursery Unit are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- Parents/guardians will be asked to provide two emergency contact numbers.

### **30 Hours Entitlement**

#### **HOW TO CHECK IF YOU ARE ENTITLED ...**

The following website includes a Childcare Calculator for parents to compare all the government's childcare offers and check what works best for their families. [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)

#### **IF YOU ARE ENTITLED...**

Register your details on the following website. <https://www.childcarechoices.gov.uk/>

Bring to school

- your eligibility code which was generated from registering your details on the website.
- your National Insurance Number
- the child's date of birth
- completed form below (giving written consent that the details are being used for the offer of 30 hours)

#### **IF YOU ARE NOT ENTITLED to 30 Hours**

If you are not entitled to 30 hours, your child will receive 15 hours of childcare provision. You do not need to complete any additional paperwork or register anything on line. Two options for you are given below. You will be asked which option you prefer.

#### OPTION 1

Monday 9am till 3pm  
Tuesday 9am till 3pm  
Wednesday 9am till 12 noon

#### OPTION 2

Wednesday 12 noon till 3pm  
Thursday 9am till 3pm  
Friday 9am till 3pm





This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.

