

WESTERTON PRIMARY ACADEMY



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Trust



NURSERY ADMISSIONS POLICY

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ADMISSION TO NURSERY ARRANGEMENTS

ABOUT OUR SCHOOL NURSERY

The school is a Community Primary School with an area Nursery catering for children between the ages of 3 and 11 years. The nursery is a 52 place unit with morning and afternoon sessions. Because it is an area nursery this means that children who attend are not guaranteed a full time place in the school. Children are able to enter the nursery in the term following their 3rd birthday depending on the availability of places.

PURPOSE OF THIS POLICY

The purpose of this policy is to inform parents about fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocation places.

BASIC ELIGIBILITY CRITERIA

Children will be admitted to a school nursery for free nursery education on the relevant term following their third birthday, subject to availability of places. Children below eligible age will not be admitted.

If your child is born between:	They are eligible for a free place from:
1 st April to 31 st August	1 st September following their third birthday until statutory school age
1 st September and 31 st December	1 st January following their third birthday until statutory school age
1 st January and 31 st March	1 st April following their third birthday until statutory school age

Once eligibility is established we will then offer places to children taking into account the additional priorities below.

PRIORITIES

Priority One

- (a) Children in public care or fostered under an arrangement made by the local authority (see note 1).
- (b) Children who are the subject of a Child Protection Plan.
- (c) Children with a statement of Special Educational Needs naming Westerton as the most suitable nursery setting or where Children's Services decide a child needs a place at Westerton to fulfil special educational needs (see Note 2)

Priority Two

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3).

Priority Three

Children of parents who live nearest school nursery (see note 5). This does not include any voluntary-aided schools which act as their own admission authorities. Neither does it include single-sex schools.

If we have more applications than there are places, we will offer places first to children living nearest to the school nursery (see note 4). If two children match in distance then they will be taken in date order, oldest first.

Even if you meet this criteria for nursery, this does not mean that you will automatically be offered a place in reception class when you apply to the school.

Priority Four

We will give priority to parents who choose a Leeds school nursery, which is not one nearest to their home address (see note 5).

If we have more applications than there are places, we will offer places first to children living nearest to the school nursery (see note 4). If two children match in distance then they will be taken in date order, oldest first.

If we cannot offer children a place at this school nursery we will give them details of other school nurseries or voluntary, private or independent sector nurseries that have places available in the immediate area.

ADMISSIONS CRITERIA

We have a deadline for admission applications which is set for the end of March for the following academic year and will include both September and January admissions, plus Easter admissions should that be necessary. Applications received after that date will be added to a second waiting list. We will communicate this deadline to parents and carers when they enquire about a Nursery place. This deadline will enable us to plan ahead for the year and to ensure that places are kept open for local children in January/Easter if necessary.

FLEXIBLE PROVISION

We currently offer flexibility in terms of nursery hours. Every parent has an entitlement to fifteen hours nursery time and this can be taken:

- 30 Hours – Monday to Friday if eligible with 30-hour code
- Monday, Tuesday all day and Wednesday morning,
- Wednesday afternoon with Thursday and Friday all day.

Decisions on allocations to sessions are according to the same priorities / criteria as for admissions. January and April starters have the option to change their sessions in the following September.

Admission of children still in nappies

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery. However it is an expectation that for the great majority of children toilet training will be in place. If this is not the case we expect parents to work with the school and the health agencies to address needs.

A PLACE IN NURSERY DOES NOT GUARANTEE A PLACE IN RECEPTION**Starting Reception Age**

The School admissions policy has been amended to allow all children to start their reception education in the September following their fourth birthday. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday.

Appendix

Note 1

Children who have been adopted from local authority care within the 12 months prior to applying for a school nursery place will also be included within the higher priority for looked after children.

Note 2

Applications in this category must be supported by a statement of special educational needs. This is necessary because we will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 3951035.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4

We use Royal Mail postcodes to determine the distance between the nursery and your home address.

In the unlikely event there are sufficient places for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Note 5

If you live in Leeds

If you live in Leeds and your nearest school nursery is in another local authority, then your nearest Leeds school nursery will be your nearest eligible school nursery.

If you don't live in Leeds

If you live in another local authority and the nearest school nursery to your home is a Leeds community school nursery, we will give you the relevant priority under our admissions policy.

If you live in another local authority and the nearest school nursery to your home is a school nursery not in Leeds, you are still able to apply for a Leeds school nursery but priority 4 will not apply.

When we say the 'nearest' school nursery, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. We do not include single sex schools as nearest schools.

Address

For admissions purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school nursery we offer your child. When we make an offer, we assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address.