

Newsham Primary School  
Nursery Admissions Policy



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### **Introduction**

Newsham Primary offers a vibrant, exciting, early years learning environment for 78 part and full time children. Places will be allocated at least 8 weeks, before a child is due to start, sooner where possible. Up to 46 part time places of 15 hours per week are offered over either 5 mornings or 5 afternoons. Where a child attends one other setting, the remainder of the 15 hours entitlement can be offered as all morning or afternoon sessions of three hours each. This is subject to availability. Funding will be divided accordingly. A reduced number of sessions is a possibility, but this would be to support a child's individual needs and would usually be supported by the allocation of additional funding, an EHCP, care or medical plan.

We have 16 full time places available for children of eligible working families, on production of a specific authorisation code from the Local Authority. Each of the 16 places are allocated on a first come first served basis on production and confirmation of the eligibility code.

Allocation of a full time place is on the basis that the offer is accepted in its entirety. No variations to the hours offered can be accommodated.

A child will be guaranteed 3 terms in nursery but if our nursery is under subscribed this may mean some older children could have up to 5 terms in nursery depending on their date of birth.

Children usually start nursery at the start of the Autumn or Spring term following their third birthday. However, depending on capacity, there may be opportunity to admit children born between 1<sup>st</sup> January and 30<sup>th</sup> April when they reach their third birthday. This situation would be explained to qualifying parents in a letter from school and at an associated welcome meeting. The admission of children straight after their third birthday, even when possible will in part be dependent on the needs of the other children in the unit at that time and on our capacity to meet the individual needs and abilities of the child requesting the place.

Application forms are available upon request from the main school office (see appendix 1). Once an application form is received it is filed in birthday order for admission after the child's third birthday depending on intake and numbers on roll.

Where demand for places is high and to offer a fair and efficient system, we use the following criteria when allocating places, advised by the Local Authority: -

Priority will be given to children who are age 3 by the 31<sup>st</sup> of August prior to the academic year in question.

1. Looked After Children
2. Child's date of birth
3. Already have an older brother or sister at our school
4. Date the application was received
5. Distance on a map from the front door of the school to the front door of the pupils house as the crow flies

On some occasions priority may be given to a child who does not necessarily meet the criteria but whose special needs, supported by other professionals, may make them eligible.

Regular attendance is crucial to a child's education in nursery. Attendance that falls below 90% will be reviewed by school leaders and may result in the allocated place being withdrawn. Every effort will be made by school to support families to improve their child's attendance so that it is in line with our whole school target of 96%.

Prior to admission, all parents / carers will be invited to a meeting at the nursery, where they will be given relevant information about the Foundation Stage Unit and starting nursery. Parents will be given the opportunity to meet key staff, observe and interact with the learning environment and make an appointment for a home visit and for drop in sessions.

Prior to starting nursery, children are visited at home by two members of nursery staff, where this has been requested by parents. All families are encouraged to attend drop in sessions with their child before they start. Newsham Nursery staff work closely with other settings and childminders to support children who attend more than one setting or who move from a previous setting. Reciprocal visits are offered.

Entry arrangements are personalised depending on individual, family and school needs. This is facilitated by office and Foundation staff. Any offer of a place will be held open for ten days from the date of the offer; no response shall be deemed a rejection and the place will be withdrawn without further notice and offered to the next applicant waiting.

**IMPORTANT**

It is important to note that there is no automatic right to transfer from Newsham nursery into Reception here at Newsham Primary. All children must reapply if they wish to start Reception at Newsham by completing the relevant application form that comes from our Local Authority.

Where a child has been offered a reception class place in this or another school, they would not be offered a nursery place as an alternative. However children with summer birthdays (May-Aug) can choose to join the school year following their fifth birthday in accordance with NCC's admission policy.