

# Blagdon Nursery School



## Admissions Policy for Blagdon Nursery School

The Governors consider that the Nursery School exists primarily to meet the needs of children and families in the Whitley area. Consideration will be given to children from surrounding areas, subject to availability.

Nursery School Admissions policy May 2018

## **Registration**

Parents (includes prime carers) may place their children's name on the waiting list following the child's second birthday. Parents are encouraged to visit the Nursery when they register so that they can familiarise themselves with the Nursery and can ask questions.

At registration the following information is required:

- Name of child
- Date of birth - proof of birth date has to be provided e.g. birth certificate or passport and a copy is retained in the School
- Address (proof of address with post- code E.g. utility bill, child benefit book)
- Name of parents and first contact in case of emergency
- Telephone numbers of all contacts
- Ethnic origin and languages spoken at home
- Whether child attends or is hoping to attend a day nursery or pre-school
- Medical and SEN information

## **Admissions Criteria**

1. Child protection issues
2. Referrals from other agencies - medical or education
3. Children who have siblings in nursery
4. Time on the waiting list
5. Supporting Blagdon staff to return to work
6. Children who live in Whitley within the RG2 postcode area
7. Children who have siblings in RBC Whitley schools
8. Children whose child-minder/carer lives within the RG2 postcode area
9. Children who live outside of the RG2 area, but parent/s work within RG2.
10. Date of birth
11. Children who live outside of the RG2 postcode area, whose families have exceptional circumstances, will be decided on an individual basis.

To be considered for a place in the Nursery School, registration needs to be completed no later than:

For a September intake into N2: children need to be 3 prior to the end of August\*

For a January Intake into N1: the end of August of the previous year

For a Spring Intake: the end of December of the previous year.

\*Places in this year group are not offered after the end of September.

In the majority of cases, places will be offered for a minimum of 3 terms, unless transferring from another area or local authority where they attended a local authority nursery school or class.

The majority of children are admitted in the September after their 3<sup>rd</sup> birthday. Some children are also admitted at the start of terms 3 and 5, and a few places may be offered at the beginning of terms 2, 4 and 6 subject to availability.

Places are offered usually between four and six weeks prior to admission.

Children who have accepted a place at another Reading Local Authority nursery school or class in the area will not be considered for transfer, unless there are exceptional circumstances. Discussions with the other school will take place before a decision is made.

### **2 year funded children**

Eligible children will be offered a place in Willows using the admissions criteria. Children attending our Willows will automatically transfer to main school the term after their third birthday. If no space is available they will stay in Willows until a space becomes available.

### **Part-time and 30 hour places**

Part time places are offered either part-time (morning 9.00 - 12.00 or afternoon 12.45 - 3.45). 30 hour places are offered 9-3.45 pm Monday - Thursday and 9-12 Friday. Parental choice is met as far as possible.

### **Extended services and additional childcare places**

Through following the requirements of the Statutory Framework for the Early Years Foundation Stage, the Nursery School is able to take children aged from 3 to under 8 in the Extended Services (in agreement with the Head teacher). However due to the nature of the provision children may attend the extended services up to the end of their time in Year 1.

This covers breakfast club from 8.00 to 9.00, childcare in the tea club from 3.45 until 5.55pm and day care for one week during Easter and 4 weeks during the summer holidays (8.30 until 5.30).

This provision is available to children who live in the South Reading area with priority given to children who attend the Nursery school. A charge for these services will be made.

### **Holding places in the Nursery School**

Places will not be held for unauthorised or authorised absences for extended periods greater than one month, except in exceptional circumstances. Parents are asked to contact the head teacher to discuss circumstances.

### **Procedure for review of the admissions decisions**

No provision exists for any automatic right of appeal regarding admissions to non-statutory education. However parents have a right to an explanation where an application has been

unsuccessful. Most queries will be satisfied by means of an informal discussion with the head teacher or a written response. Where formal consideration of an unsuccessful application is requested by parents a review panel will be convened, consisting of Governors of the Nursery School. The review panel does not have the same powers as a statutory school admissions panel committee and can only ensure that the admissions procedure has been correctly applied.

### Signed by

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

Next review date: May 2020