



ST THOMAS
CE (VC) PRIMARY SCHOOL

Nursery Admissions Policy

Responsibility for admissions to the nursery class

Responsibility for making decisions regarding admissions to the school's nursery class lies with the headteacher and governors of the school. The headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

Age range & session times

Our nursery class provides free early education and care funded by Kirklees Council for children from the September following their third birthday. We may also be able to offer places to younger children from the start of the term following their third birthday if we have places available.

We provide 15 hours free early education over five mornings or five afternoons; parents can express a preference however should be aware that, subject to numbers, we may only run one session and be unable to accommodate this preference.

We offer a wrap-around service in partnership with Sunnydays Preschool at St Thomas Gardens for parents who need more hours or are entitled to 30 hours free early education and care.

Further information is available from the school office and on the Kirklees Council website - <https://www.kirklees.gov.uk/beta/children-and-families>.

Applying for a place in our nursery

Application forms are available from the school and parents should apply for a school nursery place as soon as possible after their child's second birthday.

The headteacher will keep a list of children whose parents have requested a place in the nursery class; this will be called the nursery admissions list.

Each term, the nursery admissions list will close to new applications for the following term two weeks before the half term holiday. Late applications and in-year admissions can only be accepted at the discretion of the headteacher.

The headteacher will inform parents by letter if it has been possible to allocate their child a place.

Applying for a place in reception

All children will be considered equally for a nursery place, regardless of whether they may eventually apply for a place in the reception class in our school.

Conversely it needs to be clearly understood that a child attending our school for their nursery entitlement is not given priority for admission to our reception class.

Parents will need to apply separately for a reception class place. The responsibility for admission to the reception class rests with the local authority not the school.

Criteria for admission into the nursery class if oversubscribed

Each term we allocate available places, in date of birth order, to children on our waiting list. We give priority to children whose fourth birthday falls within the current school year and then, if we still have space available, we may also offer places to younger eligible children in date of birth order. The length of time a child's name has been on the admissions list is not taken into consideration. If there are more applications than places available, the headteacher will use the following oversubscription criteria:

Priority for a nursery place will be given to;

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect (e.g. children who are active cases for social care colleagues).
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues (e.g. children identified by the pre-school assessment service as having special educational needs, or as requiring assessment to decide if they have such needs; children who have needs identified by medical professionals; children living in families considered to be exceptionally disadvantaged in relation to the usual circumstances for the area; children who have limited or no access to English speaking environments.). Evidence should accompany applications.
3. Children who live in the school's Priority Admission Area (PAA) in age order
4. Children who live outside the school's PAA but who have an older sibling attending the school in age order
5. Children who live outside the school's PAA in age order
6. Extra district children in age order.

Waiting list

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places which then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis; children will only be able to start at nursery mid-term in exceptional circumstances.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place with another provider may need to be sought.

Transfers

Transfer from one provider/nursery to another can only happen at the start of term unless there are exceptional circumstances which must first be approved by the local authority (Free Early Years Provision Working Group). A transfer is dependent on a place being available. Parents should give 20 school days' notice to their current provider.

Right of appeal

As nursery provision is non-statutory the school's decision is final and there is no formal right of appeal. However, the headteacher will be happy to discuss any concerns parents may have about the allocation of places.