



Date reviewed by Governors: 1st February 2018 (Children & Learning)
Date of next Review: February 2021

LA Guidance Adopted

Oak Hill First School Nursery Admissions and Induction Policy

Rationale

It is essential that nursery admissions are based on sound educational and administrative principles. This is particularly important in areas of Redditch where the demand for nursery places may exceed the provision available.

This policy is based on guidance published by Worcestershire County Council (May 2017). Governors are asked to take this guidance into account when formulating their nursery admission policies. It is the Governors' responsibility to oversee the implementation of their nursery admission policies at school level. If required, Headteachers are asked to provide the Director of Children's Services with an up-to-date version of the school's Nursery Admissions Policy.

Under the Schools Standards and Framework Act 1998, the Local Education Authority has to consult schools at least once a year on its overall admissions arrangements. The guidance on nursery admissions will therefore be reviewed each year in light of any changes in government guidelines and/or legislation. Under these arrangements the Authority reserves the right to discuss with individual Governing Bodies aspects of their admissions policy and its operation in practice.

Organisation

Oak Hill Nursery has places for 39 children per 3 hour session. Morning sessions run from 8.30am until 11.30am and afternoon sessions from 12.15pm until 3.15pm. Children are expected to attend for all 5 sessions and to attend for the full 3 hours following an initial settling in period as required. Oak Hill Nursery also offers

full time places- 8:30am-3:15pm with 45 minutes lunch break. The Early Years Foundation Stage Curriculum is followed.

Where a child also attends a Private, Voluntary or Independent (PVI) sector setting, the child is eligible for a proportion of the Nursery Education Funding in that setting.

Admissions

The criteria for allocating nursery places to children are for individual Governing Bodies to determine. They should be reasonable and non-discriminatory. They must not be on the basis of which school children are likely to attend after the age of 4, nor on the basis of their faith or denomination. Consideration should also be given to the needs of transient children. Where there are more applications for a place in the nursery than the admission limit, places should be offered in accordance with an agreed criteria.

Parents can request a place for their child in our nursery at any time. They are asked to fill in a form giving details of their child's name, address, date of birth, contact telephone numbers, information about siblings and preferred session. They are reminded that should their contact details change we will need to be informed. The information is kept in a file by the office staff. The information is treated as confidential and kept in accordance with the Data Protection Act.

Children are admitted to nursery in the term following their 3rd birthday. If there are more applications than places then places are allocated in accordance with the priorities listed below. If places become available during the year these will be offered, following the same criteria, to children of nursery age, who either did not get in under the initial allocation, or who have moved into the area.

The Assistant Headteacher and Office Manager go through the file and allocate places using the following criteria.

1. Children with Special Educational Needs e.g SEN services referral
2. Children in the care of the local authority (Children Looked After) or known to Children's Social Care, e.g. Social care referral.
3. Children who live in the school catchment area who will have an elder sibling attending the school while they are in the nursery;
4. Children who live in the school catchment area;
5. Children living outside the school catchment area who will have an elder sibling attending the school while they are in the nursery;
6. Children whose primary daytime carer lives in the school catchment area;
7. Other children living nearest to the school measured in a straight line; (Distance measurements are obtained from the School Admissions Team.)

Parents are contacted by letter to check whether they still require a place and to offer them a home visit. This letter includes an acceptance form, which must be

returned by a given date in order to secure the place. Details of the Parents meeting held in the term before the child starts Nursery is also included in this letter. If there is no response by the given date, the child's name is removed from the list.

Following this process, those parents whose application has been unsuccessful will be informed. Their child's name is kept on the waiting list and they are told that they can appeal in writing to the Chair of Governors should they wish to do so.

If a child does not start attending Nursery within 2 weeks of their agreed starting date then their place will be withdrawn and offered to the next eligible child on the waiting list.

Parents whose children attend the nursery are made aware that their child cannot be guaranteed a place at the school when s/he reaches school age i.e. the September following their 4th birthday. The following statement is included on the acceptance form which parents are required to sign.

A place at the nursery does not convey preference or priority for admission to the school to which the nursery is attached.

Special Educational Needs

If a nursery child has severe and complex special educational needs, the Inclusion Manager is made aware of the situation so that the individual needs of the child can be met effectively.

Appeals for Unsuccessful Applicants

Where a parent wishes to appeal against the decision, this should be done in writing to the Chair of Governors.

The Chair should convene a meeting of an appeals sub-committee (the panel to be made up of 3 Governors who were not involved in the original decision of allocating nursery places), to act as the appeals panel.

The sub-committee must consider the parent's appeal and determine whether or not the child is offered a place at the nursery.

The response should clearly demonstrate how the criterion have been applied, state the outcome, and how that outcome was reached.

A response should be made to the parent within 15 school days.

Headteachers and Governing bodies should be aware of the admission limit of the nursery and the consequences of not adhering to it in the event of a parent choosing to challenge the number of children on roll.

Detailed records of how each application is assessed should be retained in order that a consistent approach to the admissions process can be evidenced. The records may also be referred to should a parent appeal against the decision.

These details should be:

- Names of children listed in priority order.
- Place allocated (yes/no).
- Referenced to the criteria.

(See proforma in Appendix 1)

Induction Process

Nursery staff will conduct home visits (2 members of staff per visit) in July for September starters, December for January starters and in March for April starters. Parents, together with Nursery Staff, will complete the Nursery home visit form and will be given admission forms to complete. The importance of regular attendance is emphasised.

A parents' meeting is held in the term before the child's intake during which information about the nursery and school is shared with parents. Children are encouraged to attend the crèche session in nursery at this time. A pack of information including start dates are given out.

Parents are asked to bring their child's birth certificate, parental ID and address confirmation details (to be copied and kept on file) to the meeting. At the meeting, parents are asked to return the admission forms. Further information is sent to those parents who cannot attend.

Children and parents are invited to come into the nursery for several stay and play sessions at the start of the term they join Nursery. This gives them an opportunity to meet staff and familiarise themselves with the nursery environment.

Children start nursery in groups during the first 1-3 weeks of term, starting with any full time children. Children cannot start until Oak Hill Nursery has received all admission paperwork and seen a copy of the child's birth certificate.

Nursery Intake for _____

Priority order:

1. Children with Special Educational Needs e.g SEN services referral

Child	Place allocated (Y/N)

2. Children in the care of the local authority (Children Looked After) or known to Children's Social Care, e.g. Social care referral.

Child	Place allocated (Y/N)

3. Children who live in the school catchment area who will have an elder sibling attending the school while they are in the nursery;

Child	Place allocated (Y/N)

4. Children who live in the school catchment area;

Child	Place allocated (Y/N)

5. Children living outside the school catchment area who will have an elder sibling attending the school while they are in the nursery;

Child	Place allocated (Y/N)

6. Children whose primary daytime carer lives in the school catchment area:

Child	Place allocated (Y/N)

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7. Other children living nearest to the school measured in a straight line; (Distance measurements are obtained from the School Admissions Team.)

Child	Distance	Place allocated (Y/N)