



Trent Vale Infant and Nursery School

POLICY FOR NURSERY and FULL TIME SCHOOL ADMISSIONS including LA admission criteria

INTRODUCTION

- THIS DOCUMENT IS a statement of the aims and principles of Trent Vale Infant and Nursery School for ensuring fair admissions to school.
- IT WAS DEVELOPED in 2017 by staff and governors and reflects the LA admission criteria
- IT WILL BE continuously reviewed, updated and approved by the Governing Bodies, Headteacher and Office Managers
- This policy will be REVIEWED ANNUALLY

Date of review	Spring 2018	Spring 2019	Spring 2020
Signed			

TRENT VALE INFANT AND NURSERY SCHOOL NURSERY CLASS ADMISSIONS POLICY

Trent Vale has a 26 place nursery class. This means that 26 children can be enrolled for the morning session and 26 children for the afternoon.

15 hours

All children are entitled to a free place in an early years educational setting, of which our nursery class is one, from the term after their third birthday. This place is for 15 hours each week during term time. This is based around each child having 5 x 3 hour sessions. They are from 8.45-11.45am and 12.30-3.30pm with the option of paid lunchtime care from 11.45am-12.30pm. This gives the option of full day early learning and care from 8.45am-3.30pm.

30 hours

We are also able to offer up to 30 hours early learning and care to eligible parents. To qualify for the full 30 hours of free childcare, each parent, (or the sole parent in a single parent family), will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold.

Our admission for nursery aged children is as follows: -

1. Pupils with birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).
2. Pupils with birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).
3. Pupils with birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

Parents will be informed of the actual starting date during the term prior to entry.

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Parents will be asked which 5 sessions they would prefer for their 15 hours funding and if that will involve any paid lunchtime care. If parents are eligible for 30 hours education and childcare they should also indicate what additional sessions they require. Every effort will be given to offer parents the sessions of their choice

Once a child has been admitted, unless there are exceptional circumstances, we will not change a child's sessions. However, each summer term, we will ask parents of the children who were admitted in the January and April and who will be continuing in nursery in the September, if they would like to alter their sessions. This is because they may not have received their preferred sessions on entry due to sessions already being full. Previous sessions allocated in the January and April will be guaranteed for the September including those in addition to 15 hours universal funding. Any alteration in sessions will then be allocated according to the admissions criteria detailed in this policy.

Home visits and/or a meeting at school will be arranged to give parents and children the opportunity to meet the nursery teacher.

It will be necessary for a member of the school staff to see the child's birth certificate to confirm date of birth and parental responsibility.

Although we would prefer children to attend nursery for 5 sessions each week we can be flexible with these arrangements if there are places available that are not required by a child wanting to attend for 5 sessions each week.

ADMISSIONS CRITERIA

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted.

The criteria will be applied first to allocate sessions for the 15 hours of early learning and care and then again to allocate additional sessions up to 30 hours early learning and care.

1. Children looked after by a local authority or previously looked after children.
2. Children with identified special educational needs who receive support from outside agencies.
3. Children living at the PO Box
4. The term in which the child is entitled to 15 hours early learning and care and who live in the catchment area and who, at the time of admission, are accessing the 2 year entitlement for 15 hours early learning and care.
5. The term in which the child is entitled to 15 hours early learning and care and who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/secondary school.
6. The term in which the child is entitled to 15 hours early learning and care and who live in the catchment area
7. The term in which the child is entitled to 15 hours early learning and care and who live outside the catchment area and who, at the time of admission, are accessing the 2 year entitlement for 15 hours early learning and care.
8. The term in which the child is entitled to 15 hours early learning and care and who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/secondary school.
9. The term in which the child is entitled to 15 hours early learning and care and who live outside the catchment area
10. The length of time on the waiting list.

Special Circumstances

Early and/or preferential admission will be considered if backed by written evidence from other local or health authority agencies.

Non attendance

If a child does not attend nursery for two consecutive weeks and there has been no communication with school, then the parents/carers of the child will be asked if they still require the place.

Paid Sessions

If there are sessions available after all eligible children have been allocated their hours these will be made available to parents for them to pay for.

Charges for Paid Sessions

School will charge £3 for lunchtime care between morning and afternoon sessions and £10 for additional non funded morning or afternoon sessions.

TRENT VALE INFANT AND NURSERY SCHOOL FULL TIME SCHOOL ADMISSIONS POLICY

Trent Vale has a standard number of 50. This means that up to 50 children can be admitted into any one year group. The over subscription criteria applies if more than 50 children apply to any one reception year.

There will be a single point of entry for all reception pupils. This will be the start of the Autumn term.

COMMUNITY INFANT AND PRIMARY SCHOOLS – STANDARD RECEPTION YEAR ADMISSION CRITERIA: 2019-20

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an education, health and care plan or statement of special educational needs which names the school:-

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Other children who live outside the catchment area.

For the purposes of admissions, attending school is taken to be on roll at a school.

In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies.

For Nottinghamshire community and voluntary controlled schools distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using Nottinghamshire County Council's computerised distance measuring software. Other admission authorities may measure differently. In the event of two distances being equal, the County Council will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

Special Circumstances

For applications for all Nottinghamshire community and voluntary controlled schools, the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating

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that the school is the **only school which could cater for the child's particular needs**. The evidence must be presented before the closing date.

The appropriate designated officers will consider each case and determine the allocation of any such place on the basis of written evidence. Admission under special circumstances will have priority over all but the first numbered criterion

For a more detailed version of the Nottinghamshire School Admission Arrangements 2018-19 please refer to www.nottinghamshire.gov.uk and search for Admissions to schools: school information 2018-19.