



## CALCOT INFANT AND JUNIOR SCHOOLS

### CALCOT NURSERY ADMISSIONS POLICY

#### Document Control

<b>Adopted, Adopted and Adapted Or Schools own:</b>	Schools own
<b>Annual/Bi-annual</b>	<b>Annual</b>
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<b>Chair of Governors Signature Mrs Kath Howard:</b>	

#### Change History

<b>Version</b>	<b>Date</b>	<b>Amendment Or No Change</b>
<b>Version 1</b>	<b>May 2015</b>	<b>Rewritten</b>
<b>Version 2</b>	<b>March 2017</b>	<b>Amended</b>

#### Website History

<b>Version</b>	<b>Date on website</b>

# **CALCOT NURSERY ADMISSIONS POLICY**

## **Aims**

To ensure smooth induction process which meets the emotional needs of children and parents at this potentially difficult time, whichever year group children are being admitted into, and whenever that occurs within the school year.

To ensure the process is effective and efficient and gives children and parents the information that they need at the appropriate time.

## **ADMISSION POLICY for Nursery Places**

- Children may be registered on a waiting list on, or as soon after, their second birthday. A birth certificate will need to be seen, to verify the child's date of birth.
- Registration information may be shared with other nursery classes in the area.
- The minimum age of admission will be 3 years other than in exceptional grounds of special educational need.
- Attendance will be for five part-time sessions (mornings or afternoons)
- Minimum period of attendance in the nursery would be 1 term
- Maximum period of attendance in the nursery would be 5 terms, unless there was a special educational need.
- Late admissions will be judged individually. If a child has been registered at another nursery, this will be followed up and the previous date of registry accepted as the date of registry for Calcot Infant School Nursery.
- If there are free spaces, a child transferring from another nursery will be offered a place at the earliest opportunity
- Parents must confirm acceptance of the place offered within 2 weeks. Places can then be offered to children who are on the waiting list in priority order at the next opportunity.
- It is desirable, but not essential, that the children are admitted to Calcot Infant School in order to preserve educational continuity
- Preference for a.m./p.m. sessions will be accommodated where possible.
- In the event of a place not being available, parents will be notified by telephone and in writing.

## **DESIGNATED AREA**

- The nursery is funded to serve the need of a wider area than that served by the school.
- The home area will be defined by the school's geographical area and will extend to the Burghfield Road (Newbury side).

## **DECISIONS ON ADMISSIONS**

### **Special Categories and Priorities**

#### **A: Children in Public Care**

West Berkshire Council acts as the Corporate Parent for children who are placed in public care (Looked After) and aims, through its policies to prioritise their needs. This is reflected in the admissions policy for schools for 2001 and will be implemented in this policy for admissions to nursery schools and classes. The application for a nursery place will be supported by relevant documentation from Social Services.

#### **B: Children with Special Educational Needs**

Nursery education is considered a high priority for children with Special Educational Needs. It is particularly important for young children who may have learning or development difficulties to have the opportunity to enhance their learning and to develop skills at an early age. A quota of nursery school and nursery class places will be reserved at the beginning of the admissions process each year for children with Special Educational Needs. To try to maintain an appropriate balance of intake the quota is as follows:

#### **1 in 13 places in nursery classes per session**

The request for admission will be supported by assessment information from a relevant education, health or social services professional such as an Educational Psychologist or Pre School Teacher Counsellor. There would also be advice from the LEA's Special Services to the Admissions Panel about the needs of individual pupils. If a SEN place remains unallocated at the beginning of term, the place should be offered to the next child on the waiting list. After the start of term if a request for a SEN place is made, then the next available place should be reserved for a child with SEN, taking account of the balance in the nursery per session.

## **OVER-SUBSCRIPTION CRITERIA**

When more applications are received than there are places available the following criteria in order of priority for part time places to nursery classes and schools will be applied:

### Category 1

- a. Children in Public Care
- b. Children with Special Educational Needs according to the agreed quota of places and by agreement through the referral process

### Category 2

- a. In area 4 year olds to be admitted in the term following their fourth birthday
- b. Out of area 4 year olds to be admitted in the term following their fourth birthday

### Category 3

- a. In area 4 year olds to be admitted at the beginning of the term in which they become four
- b. Out of area 4 year olds to be admitted at the beginning of the term in which they become four

### Category 4

- a. In area 3 year olds to be admitted in the term following their third birthday
- b. Out of area 3 year olds to be admitted in the term following their third birthday

## **PRIORITY ORDER**

Places will be filled in this order but if any of the categories become oversubscribed then the following criteria will be used to decide the priority within the category.

- a) children who have an older brother or sister (step or foster sibling) living in the same family unit who will attend the nursery or main school at the time of the child's admission
- b) children who have strong social grounds for admission (supported by recommendations from relevant professionals)
- c) children who live closest to the school by the nearest available walking route.

Waiting lists will be established for those who have not been offered places and prioritised in the same order as above.

## **HOLDING PLACES OPEN**

- a) Four weeks is the maximum time that a nursery place can be held open for un-notified absence.
- b) Half a term is the maximum time for notified absence, i.e. hospitalisation
- c) Children returning after this time will take their place on the waiting list

## **APPEAL ARRANGEMENTS**

No provision exists for a statutory right of appeal against an admission decision to nursery provision. However, it is desirable that parents should have the right to an explanation where their application has been unsuccessful in the cases of over subscription. Most queries will be satisfied by means of an informal discussion with the Headteacher together with a written explanation as to why the application has been unsuccessful. Where parents request some formal reconsideration of their application, the mechanism would be through a review panel of governors who have not previously been involved in the decisions relating to nursery admissions. This is primarily to ensure that the admissions procedures have been correctly applied. If the review panel finds that the child should be offered a place then this would happen as soon as a place becomes available. The child's name would be placed at the top of the waiting list, which is kept in accordance with the over-subscription criteria.

## **ADMISSION PANEL**

The panel will meet should the Nursery be oversubscribed in order to ensure that the admissions criteria have been fully adhered to.

The panel will be made up of three governors including the Headteacher

## **TRANSFER BETWEEN NURSERY SCHOOLS/CLASSES AND SUBSEQUENT CHOICE OF SCHOOL AT STATUTORY SCHOOL AGE**

Given that children may be admitted to the nursery class from a wider area than that served by the school it is important that published policies stress to parents that their child is not guaranteed a place at the school when he/she reaches the age for admission to school. Parents will need to be informed that there are separate school admissions procedures and timescales for application.

Parents will have the right to defer take up of their child's allocated school place until the child reaches statutory school age. The exception is that they cannot defer across academic years i.e. defer to take up the summer term full time place to September. In this circumstance the child would be expected to apply for a Year 1 place.

