



Strategic Federation Leader:
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Glenaire Nursery Admissions Policy 2020-21



Agreed: June 2020

Review date: May 2021

Glenaire Nursery Admissions Policy

Our aims are:

- To ensure access and entitlement to the benefits of high quality child-centred nursery education on a fair and equitable basis
- To establish an admissions policy governed by clearly defined criteria that can be articulated to parents and other professionals
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and we make the best of all our resources
- To provide high quality and child-centred nursery education to children and families in our local community

We provide and allocate nursery places at Glenaire Primary School using the following admissions policy. This policy refers to applications for the 2020-21 academic year. However, if your child is eligible to start nursery earlier, you should contact school directly, as places may be available.

Sessions Available

- Places offered in Nursery are on a part-time basis (15 hours) and are offered over 5 mornings across the school year
- We do not currently have capacity to accommodate 30 hours extended entitlement. Parents can split their entitlement so 15 hours is spent at Glenaire and the remainder at an alternative provider

Responsibility for admissions to the Nursery

Responsibility regarding admissions to the school nursery lies with the Headteacher and the 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.

All children, subject to availability of places, will normally start school nursery no earlier than the start of term following their third birthday, when the place is funded.

At Glenaire Primary School we have three intake periods over the school year: September/October, Jan/Feb and April/May. However, under certain circumstances a child may be offered a place after their third birthday and before their funded allocation if it is thought this will benefit the child. Similarly, we may need to delay a child's start beyond the relevant term in circumstances where school have induction processes to follow to enable the child to be successfully integrated with others and get used to school life.

Places at Nursery are offered on the criteria based below:

The 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. (Examples may include children who are active cases for social care colleagues and children on the child protection register.)
2. Children with exceptional medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications. (Examples may include children identified by the preschool assessment service as having special educational needs, or 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.
3. A child's date of birth. Places will be issued in date of birth order and so may take precedence over names which may have been on the waiting list for a longer period of time.

Application Process

- Parents requesting a place for their child should complete the Nursery Application Form
- Nursery application forms will be available to any parent upon request.
- Parents will be informed of the outcome of their application in the half-term prior to admission
- The school will reserve places for children of staff who require a nursery place during the academic year
- Decisions will be final and there will be no right of appeal
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and to ensure very good attendance

N.B. Admission to the school's nursery class does not constitute admission to Glenaire Primary School, nor does attendance at the nursery give priority for admission to the school. Applications for Reception class should be completed online to the Local Authority.

Waiting List

Once places have been allocated, and where it is not possible to offer some children a place in Nursery because it is full, a child will be added to the waiting list.

Any places that 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 at usual intake periods.

Parents may choose not to accept the offer for their child, but they must indicate whether they wish their child's name to remain on the list for admission in the next intake period. They will then be considered for a place along with other eligible children. This may mean that a place is no longer available.

Transition

Home visits will be arranged for children before they are due to start Nursery. Two members of staff will attend the home visits.

Should a child be in full-time daycare provision, a visit to the setting may be arranged.

Children will be offered an opportunity to attend a stay and play session with their parents/carers before taking up a place.

Attendance and Loss of a Nursery Place

If attendance or punctuality is poor or erratic, the Nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's profile.

Where attendance is not good (e.g. below 90% would be a concern) then the place may need to be reviewed if there is not sufficient reason for the absence.

Parents may be called in to meet a senior member of staff if attendance is a concern. Following the meeting, if there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified if this is the case in writing.

If a child is absent for a period of three weeks without contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

Transfers from Nursery into School

- All parents/carers must be made aware that a place in Nursery does not guarantee a place in the school and that they must still go through the correct Bradford Admissions Procedure
- The Nursery staff will liaise closely with colleagues in Reception class to plan for a smooth transition to their chosen or allocated school
- Nursery staff will send on reports or other agreed records to the school admitting the pupil as appropriate
- Children moving into the school Reception class will visit in small transition groups during the end of the summer term
- Children attending other schools will have all records passed onto the school and staff at the new school will be offered opportunities to visit children in nursery

Right of Appeal

As nursery provision is non-statutory, the school's decision will be 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.