

Newburn Manor Nursery School

Admission policy

To be reviewed **Sept 2020**



Admission policy for nursery schools for the academic year 2019 -2020

A child will usually start nursery school at the start of term following their third birthday.

If a child will reach the age of three during the academic year in question and places are available, the school can admit termly. Priority will be given to children who become three during the autumn term, then the spring term and then the summer term. A place can only be offered to a child in these circumstances if it can be confirmed that the place is not needed for another child who will become four during that year.

Children aged three and four years are entitled to 15 hours of nursery provision per week. Individual nursery schools will publish the sessions they offer to meet the 15 hour entitlement.

Applications for places in nursery schools for September 2019 should be made directly to the school by 15 January 2019. Offers of a place will be made by the school after 16 April 2019 (16 April 2019 is the offer day for reception places).

Attendance at a nursery school or class does not guarantee a place in a reception class at a primary school.

Children with statements of special educational needs, where the statement names a specific school, will be offered a place.

If there are fewer applications than places available then every child will be offered a place. If there are more applications than places available, then the following over-subscription rules are applied and places are offered to children who are ranked highest.

1. Looked after children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.

The following criteria are not in priority order. Governing Bodies can exercise discretion in the light of individual circumstances.

- Children with a brother or sister (a sibling) in the nursery school or in the primary or first school associated with the nursery, in September 2018.
- Distance from home address to nursery measured in a straight line using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

- Special reasons such as:
 - a. Family breakdown
 - b. Three or more children under five years old in one household
 - c. Children who are at an educational disadvantage because, for example, their use of the English language is minimal or non-existent, or have physical, sensory, emotional or learning difficulties.
 - d. Home accommodation unsuitable for young children
 - e. Failure to thrive socially, medically or psychologically

If special reasons are to be considered, detailed written information about the child's circumstance will be required.

Schools that have had to refuse a place because there are more applications than places available will keep a waiting list of the names of applicants. If a place becomes available it will be offered to the applicant on the waiting list who ranks highest in accordance with the published admission policy.

There is no appeal procedure for parents refused a place in a nursery class or nursery school.

Each nursery school will publish criteria for the allocation of places that are charged for.

Parental responsibility

Parents who share responsibility for the care of their child are expected to reach agreement to a nursery placement between them. In the event of a dispute the school will accept the application from the parent who receives, or is eligible for, the payment of the child benefit.

Definitions

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.

A **Residence Order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

- If family are eligible for the 30 hours entitlement then the code needs to be given to the school office in order to access the place.
- **If** space available we will admit children the term before they are three.

CHARGED SESSIONS – NEWBURN MANOR NURSERY SCHOOL

- All children to access either 5 mornings or 5 afternoons (if there are spaces it may be possible to offer less than 5 sessions)
- If a child accesses the free entitlement at the nursery they then qualify to buy extra sessions
- Any bought sessions to be filled according to family need (e.g. work, training etc.)
- If more demand for bought sessions than places then the original criteria are used again

IN YEAR INTAKE:

- **If** numbers allow there will be subsequent intake throughout the year.
- Parents who have submitted applications for their children for the following September will be contacted by letter offering that their children start earlier and spend more than 3 terms at nursery.
- The normal admissions criteria will be applied to these applications.