

Crompton Primary School



**Crompton
Primary School**

Nursery Admissions Policy

September 2023

Policy Review date September 2024

CROMPTON PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

1 Responsibility for admissions to the Nursery class

Responsibility for making decisions regarding admissions to the School's Nursery class lies with the Headteacher and 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 policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Headteacher and Governors of this school, are entirely in accordance with Local Authority guidance in this area.

2 Age Range

The Nursery class at Crompton Primary School will provide education starting in September each year for children who will be three years old by the 31st August that year. Subject to the availability of places, 'rising threes' will be considered for acceptance during the year.

3 Applying for a place in the Nursery class

Parents can contact the school office for an application form from the 1st October of the year preceeding the proposed admission. Completed application forms will be accepted up to the 1st March.

If there are any special reasons, such as identified medical needs or special educational needs, why parents or other agencies feel a child would educationally benefit from admission to the Nursery class, this information together with any supporting documentation should be provided on/attached to the application form.

The length of time a child's name has been on the Nursery admission list will not be taken into consideration, as long as parents meet the deadline of 1st March for submitting the application form.

The Headteacher will inform parents by letter by the end of March whether it has been possible to allocate their child a place in the Nursery class or not.

4 Number of places available and hours of operation

Currently the school Nursery operates five full days (8.45am – 2.45pm with the option to pay until 3.15pm) which offers the full 30 hour hours per week for those eligible during term time.

Applications can be made for a morning session (8.45am – 11.45am) or an afternoon session (12.15pm – 3.15pm). This offers the full 15 hours per week free entitlement.

Our Nursery can accommodate up to 26 full time places. Priority will be given to applications for 30 hour funded places and those children who attended the nursery as a rising three in the previous academic year. We will endeavour to accommodate part time requests.

5 Reception Class Admission

Children whose parents are considering applying to other primary schools' Reception classes will be considered equally with those children whose parents are considering applying to the School's Reception class.

Parents of children who attend the Nursery class will not receive automatic entry to or priority for admission to the Reception class at the School.

Reception allocations are dealt with by the Local Authority. Parents will receive an appropriate pack, giving all relevant information regarding the application process, during the autumn term of the year prior to their child starting in Reception.

6 Criteria for admission to the Nursery class if over-subscribed

The Headteacher will organise a panel to consider all applications for admission if over-subscribed. The panel will consist of: a member of the Governing Body; a member of the School's administration staff; and the teacher in charge of the Nursery.

If there are more requests for places than there are places available, the panel will use the following criteria to decide admissions, in order of priority shown:

1 EXCEPTIONAL MEDICAL OR SOCIAL REASONS

Children with a Statement of Special Educational Need and Children in Public Care will be included in this criterion.

If you claim **an exceptional** medical reason for your child's attendance, then a certificate from your child's doctor should be provided with your **initial** application for a school place. In some circumstances, the School might ask for the pupil to be medically examined as evidence to support admission.

You should note that providing evidence does not automatically mean that a place will be allocated under this criterion.

An example of an '**exceptional social reason**' might be where the social services department of the local authority is actively involved in supporting the child and, in addition, an **overriding** reason exists to place the child at the school. As above, this must be supported by written evidence, submitted to the Headteacher with the initial application, which clearly demonstrates this need.

The Head and Chair of Governors will take the decision as to whether exceptional medical or social reasons apply after reviewing all available evidence.

2 WHERE BROTHERS OR SISTERS ARE IN ATTENDANCE

This only applies when the brother or sister already attends Crompton Primary School (excluding the Nursery) and will still be there when the younger sibling actually starts in the Nursery class.

The School accepts that in some family units (1 or 2 adults and children), the children may not be natural brothers and/or sisters. Older children from the same family unit, attending School, can be considered to 'qualify' a younger child under this criterion, provided proof is available to demonstrate that the children are **permanently resident at the same address and part of the same family unit**. Please contact the Headteacher at the school if you need further information.

3 GEOGRAPHICAL PROXIMITY AND EASE OF ACCESS TO THE SCHOOL, TAKING INTO ACCOUNT DISTANCE AND EASE OF ACCESS TO ALTERNATIVE SCHOOLS.

The distance between home and school is calculated 'as the crow flies'.

PERMANENT ADDRESS

When considering a request for admission, the only address that will be considered is the address of the adult with whom the child is permanently resident.

Where a child stays with another parent for part of the week further enquiries may be made in order to determine where the child is permanently resident. **If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the School will not consider this address for the purpose of its admission process to the school.**

INTENTION TO MOVE HOUSE

The School can only consider the parents' address at the time of the allocation process. An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address.

Please note that the School will withdraw an application or offer of a place if a false address is given or one where the child is not actually living.

7 Waiting List

Once places have been allocated, and where it is not possible to offer some children a place in the Nursery class because it is full, it will be possible for children's names to be added to a waiting list. Parents should make a specific request to the school that their child's name should be added to the waiting list for places. Any places that then become available will be offered from the waiting list in accordance with the school's published criteria for admission.

8 Right of appeal

As nursery education is non-statutory the school's decision will be final and there is no formal right to appeal to an Independent Appeal Committee. However, the Headteacher would be happy to discuss any concerns that parents might have.