



Westgarth Primary School

Policy on Admission to Nursery

Background

Redcar & Cleveland local authority is required in legislation (Childcare Act 2006, section 7 (1)) to secure free early years provision for all eligible children in the area from the relevant date following their third birthday until they reach compulsory school age.

This policy supports the Redcar & Cleveland local authority in fulfilling its statutory duties.

Nursery Class Admission Limits

Our school Nursery class admission limits are:

26 places morning and afternoon.

This is set by the local authority.

Eligibility for the Free Entitlement

A child first becomes eligible the term after their third birthday.

A child born in the period	Will be eligible for a free place from:
1 st April to 31 st August	01 September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	01 January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	01 April following child's 3 rd birthday (Summer school term)

We may admit three year old children to our Nursery class earlier, soon after their third birthday, at our discretion, subject to a place being available.

We may negotiate with parents and carers to admit a child on a phased admission to best meet the child's needs – for example, if a child has just turned three as the new term begins and they need additional support to settle or, if a child has identified additional needs.

If our school is unable to provide a place in our Nursery class for a child as soon as he/she becomes eligible, we will refer the parent /carer to the local authority. A free place will be offered with an alternative local authority approved private or voluntary setting.

The School Offer

Westgarth Primary is able to offer parents/carers 15 hours of free entitlement in the following way: 3 hours a day for 5 days of the week. Children attend for five mornings (8.45a.m. to 11.45 a.m.) or five afternoons (12.30p.m. to 3.30p.m.) Session times are relevant for the academic year 2020-21 in light of staggered start and finish times across school linked to our COVID risk assessment.

As an educational setting, the school prioritises each child's entitlement to the Early Years Foundation Stage curriculum. Children attending our school Nursery are taught by a qualified primary school teacher and Higher Level Teaching Assistant.

The free early years provision is known as the Free Entitlement, and entitles all children to 15 hours a week (570 hours a year) over no fewer than 38 weeks of the year. Some children are entitled to 30 hours a week, if parents/carers fulfil the eligibility criteria outlined on GOV.UK, and this can be split to include the school's 15 hour offer and 15 hours with another child care provider.

If requests for more flexible entitlement are made, the parent /carer will be referred to the local authority and a free place will be offered at an alternative local authority approved private or voluntary setting.

Over-Subscription Criteria

In allocating places in our Nursery class, children will be admitted in accordance with the order of the criteria listed below:

- (i) Eligible children in the care of a local authority
- (ii) Children aged 4+ who live within the defined admission zone for the school
- (iii) Children aged 4+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted
- (iv) Children aged 3+ who live within the defined admission zone for the school
- (v) Children aged 3+ who live outside the admission zone but who have an elder brother or sister attending the school at the time the nursery child will be admitted
- (vi) Other children aged 4+
- (vii) Other children aged 3+

When decisions have to be taken on prioritising admissions for pupils within the same admissions category, the oldest children will be admitted first.

Nursery Attendance

We believe that good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress. We aim to:

- Create a culture where good attendance is 'normality' and valued;
- Value the individual and be socially and educationally inclusive;
- Be consistent in the implementation of our policy and procedures.

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Nursery attendance is not compulsory. However, we do hold a waiting list and may need to consider the withdrawal of a place if a child does not attend regularly, without good reason, to allow another child to take advantage of the place.

An absence is classified as authorised when a child has been away from Nursery for a legitimate reason and the Nursery has received notification from parent or carer: for example, if a child has been unwell and parent or carer telephones the school to explain the absence.

An absence is classified as unauthorised when a child is away from Nursery without the permission of the school: for example, if a child has been taken on holiday. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form. Holidays will be marked as unauthorised in the attendance register.

If a child is absent without an explanation, school staff will contact parents/carers to ascertain the reason for the absence. If this does not produce a satisfactory explanation, school staff will make contact, and, if necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list.

At the end of each term, provision of places will also be reviewed. For any child attending less than 80% of the sessions that term, we will discuss the individual circumstances with parents and carers. If there is a medical cause for concern, the health visiting service may be contacted in order to ascertain if family support may be needed. In some cases, we may need to consider whether the place can continue, or be offered to another child.

Access & Inclusion

It is our school policy that no eligible child should be refused admission on the grounds that he/she is not fully toilet trained. However, parents and carers need to be aware that a school Nursery is not a childcare setting, and our adult:child ratio is 1:13 accordingly, not 1:8.

In cases where a child has not been fully toilet trained and when this is not linked to medical reasons, the school will negotiate a plan for eventual admission on an individual basis in the best interest of meeting the child's needs.

Our school will offer all children the opportunity to experience a challenging and enjoyable programme of learning and development, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.

Staggered Intakes

Admission of children to our Nursery class may be phased in over a short period in the term in which they first become eligible, dependent upon the needs of the child, as identified at the home visit. We will notify parents/carers of their child's confirmed admission date as soon as possible.

Where possible, all new eligible children will be attending by the DfE prescribed termly census date.

Admission to full time education

Attendance at our Nursery cannot guarantee admission to the school when the child reaches compulsory school age. Parents will still need to apply to the local authority for a place at our school if they want their child to transfer to reception class.

Parents do not have to enrol their child at our school Nursery in order to secure a school place. Places for full time education in our school will be allocated in accordance with criteria as described in the local authority Admissions Guide for Parents.

Autumn 2020