



Wyken Croft
Primary School

Nursery Admissions Policy

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Purpose & Aims

To ensure the admission criteria for Wyken Croft Primary School's Nursery provision is clear and that there is flexibility within the system to accommodate the needs of both the children and their families within the local community of Wyken Croft Primary school.

The Governing Body is responsible for the Admissions Policy.

Overview

The Nursery provision within Wyken Croft Primary School is committed to providing excellent quality integrated education and care to children aged 2 to 4 years old within the local community. We welcome all children and their families and ensure they feel happy and safe whilst attending the Nursery.

Children within the Nursery provision will learn through play in structured sessions planned by skilled Early Year's teachers and professionals. They will provide play activities suited to children's interests and provide a teaching and learning environment that is stimulating and challenging.

Allocation of Places

We have one main admissions intake in September of each year, applications for which should be submitted by the end of Spring half term of the same year. If vacancies arise during the year, they will be filled in accordance with the oversubscription admissions criteria. Should there be more applications made than number of places available, children will be allocated places also using the oversubscription admissions criteria.

Once all places have been allocated, any remaining children will be placed on a waiting list in order of receipt of application. In the event of a place becoming available with a waiting list of more than one application, children will be admitted using the over subscription criteria. If parents' first choice of setting is not available, they will be given options as to what alternative provision within the setting can be offered at the time.

We currently offer places for;

- 2 year olds (funded and non-funded)
- 3 and 4 year olds (universal 15 hour provision)
- 3 and 4 year olds (30 hour extended provision)

The number of places in each of our Nursery settings will be strictly regulated, so that the maximum number legally permitted is not exceeded. Children already attending Nursery provision within Wyken Croft Primary School will have priority for new sessions/adapting current provision over those children on the waiting list. The Nursery setting will also reserve the right to charge fees for any sessions not paid for through grant funding.

Once places for our main Nursery intake in September have been allocated, Phoenix Nursery will then allocate places for children who require an immediate start date over a delayed start date. Places cannot be retained for children until they become 2 years of age, however once the child turns 2 and a place is available, they will then be able to start. Phoenix Nursery will allocate places in January and April from the Nursery waiting list and will follow the oversubscription Admissions Criteria when doing so.

Attendance

Once a Nursery place has been allocated and accepted, Wyken Croft Primary School will work in partnership with parents to ensure regular attendance in Nursery is maintained. Children need to attend Nursery regularly to benefit from their education. Although attending Nursery is not a statutory requirement, missing out on attending Nursery where a child has been registered may leave children vulnerable to falling behind and under-achieving. Wyken Croft Primary School's expectations are that 'good' attendance should be at 97% or above for all children. If a Nursery child's attendance figure should fall below 90%, then the following steps will be taken.

1. Parent invited to meet with Pastoral support manager and Nursery Lead to discuss school support that can be put into place to help improve child's attendance to above 90%.
2. If child's attendance figure has not risen to above 90% with school support in place, parents will be invited to a second meeting with the school Pastoral manager and Assistant Head for EYFS to discuss further options e.g. External support services such as Early Help intervention or advice from LA Attendance Team. A warning will also be issued that the child is at risk of their Nursery place being withdrawn.
3. After following steps 1 and 2 and in agreement with the Head teacher of the given school, parents will be notified that the place for their child will be withdrawn and the child should no longer attend the Nursery setting they are registered at.

These steps will be followed for both funded and non-funded places in both Nursery settings within Wyken Croft Primary School.

Oversubscription Admissions Criteria

If our Nursery settings receive more applications than places available it will not be possible to offer every child a place. The remaining places will be filled in the priority order below.

Priority 1 – Looked After Children

Children who are looked after by a local authority or were previously looked after. This also applies to children who are subject to adoption, residence, or special guardianship order. Children in care means children who are in care of a local authority in accordance with section 22C of the Children Act 1989.

Priority 2 – Vulnerable children (Social or Medical)

Children whom it is deemed there is a strong social or medical reason to attend the setting applied for. Applications under this category may be supported by written information from a doctor, social or key worker or other relevant independent professional. The information provided must confirm the social/medical need and outline the support needed for the child.

Reasons that can be considered are as follows;

- Children under CP, CIN or Early Help
- SEN or Children with additional needs (medical)
- EAL
- Travellers
- Pre-school age

Priority 3 – Siblings

Children with a brother or a sister already attending the school and who will still be attending on the date of admission. This category includes foster brother and sisters, half brothers and sisters or step brothers and sisters. In all cases, siblings must be living at the same address as the child for whom the application is being made.

Priority 4 – Distance

Children living closest to the school.

In the event of receiving two or more applications within the same priority, children living closest to the school measured in a straight line from the post office address point from the child's home, to the post office address point of the school (supplied by Royal Mail using a computerised mapping system) will be used to decide which applications are to be successful. The deciding factor for two or more applications equidistant from the school will be allocated by a random drawing of lots.

Equality Impact Assessment

Under the Equality Act 2010, Wyken Croft Primary School has a duty not to discriminate against people on the basis of their gender, gender identity, race, marital status, national or ethnic origins, nationality, disability, sexuality, sexual orientation, pregnancy or maternity, age, religion or beliefs.

This policy has been equality impact assessed and is in line with the Equality Act 2010 and Wyken Croft Primary School's opportunities Policy. It is fair, promotes equality and does not prioritise or disadvantage any pupil.