



Nursery Admissions Policy



Foundation For The Future

Signed R Robson (Chair of Governors)

Signed L Griffiths (Headteacher)

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Mission Statement

- South Hetton Primary School strives to provide a secure, happy and caring community where we work together with respect for ourselves, others and the environment.
- We aim to provide opportunity to develop the potential of each individual and celebrate all achievement.

We want these things for your child:

- A broad and balanced curriculum which challenges and stretches each individual at their own level
- The best quality teaching
- A safe and orderly school environment in which children feel secure.

Values promoted at South Hetton Primary School

The core activities of South Hetton Primary School are learning and teaching.

At this school, we are committed to maximising the educational opportunities of all children within the school and beyond.

This will be achieved by:

- Providing each child with access to a broad, balanced, relevant and challenging curriculum
- Offering high quality teaching and learning which is suited to the needs of each child
- Ensuring a safe, orderly, and attractive learning environment
- Promoting high standards of conduct and behaviour and encouraging personal responsibility
- This school presents itself as a school at the centre of the community it serves and is committed to working in partnership with families and agencies that hold a stake in our success.

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1 Introduction

The procedure for admitting children into Nursery is as follows:

- Children will start nursery the Monday after their 3rd birthday

If a place has been allocated, Nursery staff will visit each child at home towards the end of the term before admission.

2 Admissions Procedure

2.1 Date of Application

Parents/carers may apply for their child's name to be placed on a waiting list from the beginning of the school year (1 September to 31 August) in which their child has his/her second birthday.

2.2 Application Forms

Head Teachers should ensure that the child's parent or carer complete and sign an application form such as that which is attached (Form NA1).

Head Teachers should acknowledge receipt of the completed application form by immediately issuing to the parent/carer a receipt such as that which is attached (Form NA2). It is important that parents/carer appreciate that the receipt merely confirms that their child's name has been placed on the waiting list - it does not guarantee their child a place.

It is important to ensure that parents understand that individual applications must be made to each school/unit to which they wish to make application.

Forms should be sorted into groups in admissions criteria order.

2.3 Liaison

As parents/carers are free to place their child's name on any waiting list, schools in the same locality should work co-operatively to share information on multiple applications and final admissions.

Once a nursery place has been accepted by the parent/carer, the child's name should be removed from other waiting lists.

Head Teachers of nursery schools and units are encouraged to establish consortia on a geographical basis to ensure a fair allocation of placements. Although local conditions will determine the detail of practice, it is important to recognise that if parents/carers have expressed a preference it must be given due consideration. However, at the time of application it should be emphasised to parents/carers that placement at a particular nursery cannot be guaranteed.

This admission procedure is dependent upon all schools working collaboratively to ensure that once a nursery place has been accepted by the parent/carer, the child's name is removed from all other waiting lists.

2.4 Transfers

Transfer between local nursery schools or units not involving a house move should not be encouraged. However, there may be exceptional occasions when such transfers would be appropriate. Schools and units are requested to seek advice from the Authority in respect of such cases.

Any requests for transfer between nurseries not involving a house move should be made by the parent/carer in writing to the Authority (c/o the Early Years Helpline).

Parents/carers seeking a new nursery placement following non-attendance at a previous nursery school/unit should be treated as new applicants and the normal criteria should be applied. Transfer issues can be clarified at consortia meetings and it may be felt that to facilitate this process termly meetings would be appropriate.

Children who have been continuously absent for a period of not less than 4 weeks and the school has failed after reasonable enquiry to locate the pupil or receive an explanation for the absence, may be removed from the nursery register.

2.5 Criteria

- Children should be admitted according to the Authority's published admissions criteria.
- Children "in need." as defined by the Children Act 1989 should be admitted first.

The Children Act 1989 Defines a Child "in need" as follows:

- He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- His/her health or development is likely to be significantly impaired or further impaired without the provision for him/her of such services.
- He/she is disabled.

In addition the Education Authority has determined:

- Children of families where English is not the main language of the family will be considered under this criterion.
- Providing a child has reached his/her 3rd birthday and is "in need", priority will be given for admission in all nurseries. In exceptional circumstances, children "in need" may be granted both a morning and afternoon placement, subject to agreed recommendation by the appropriate officer, who is usually the Social Worker.
- Referrals should be made in writing by professionals and should outline the need as defined in the criteria. The Head Teacher and Governors of the school should initially consider referrals with further clarification sought from Area Primary Inspectors if required.
- Governors should retain nursery placements (up to a maximum of two part-time places) until the end of the Autumn Half-Term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act 1989.
- Children with previous experience of primary or nursery education will be admitted second.
- Children with previous experience of Education Authority primary or nursery education.

Once a child has begun attending a particular nursery it is usually in the child's interest to remain at that Nursery until transfer to the next phase of education. However, parents may need to move house during their child's career at school making it impractical to remain at the same school. There may be other exceptional reasons why a transfer from one nursery to another without a change of address would be appropriate but this would be subject to the agreement of the school and/or authority. Wherever possible schools/units will seek to provide for children who have already started primary or nursery education.

2.6 Age

Admission is prioritised according to age starting with the oldest children in the year group. Where two or more applicants have the same date of birth priority is given to the earliest date of application.

2.7 Children Living in Other Authorities

Where all other children resident within the boundary of County Durham have been offered place a child living in a neighbouring Local Education Authority may be offered a place.

2.8 Admission

There will be no catchment areas for places in specific nursery schools or units but preference will be given to children whose parents live within the boundary of County Durham.

The offer of a place in a nursery unit attached to an infant or primary school does not guarantee a place in that school for the period of statutory education.

This should be made clear to parents at the time of application and again at the time for completion of the Common Application Form.

2.9 Provision

Attendance will normally be on a part-time basis, i.e. morning or afternoon. Each session will last two and a half hours.

Normally children will attend for 5 part-time sessions per week. Variations to this should only be agreed to meet the specific needs of identified children taking into account the available resources. Head Teachers who require further clarification on individual cases should contact the Area Primary Inspector in the first instance.

2.10 Interpretation Service

An interpretation service is available for the parents/carers of children who cannot understand English. This service is available via The Help Desk. 03000 265703. The person will be shown a list of the most requested languages and they will normally point to the language that they recognise. An interpreter will then be contacted on their behalf.

NA1 Form

Durham County Council



CHILDREN AND YOUNG PEOPLE'S SERVICES

Application for a Nursery Place in a Maintained Nursery School or Unit

Maintained Nursery School or Unit: South Hetton Primary School

Child's Name:

Address:

Postcode:

Tel. No.

Email:

Child's Date of Birth:

Name of Parent/Carer:

Where else have you applied for your child's admission into free Early Years Provision?

Has your child been offered a place at any other nursery?

YES

NO

If yes, please give name:

Maintained Nursery School or Unit - 1st preference:

Maintained Nursery School or Unit - 2nd preference:

Maintained Nursery School or Unit - 3rd preference:

If your child has a Statement of Special Educational Needs or will require additional support in Nursery, please inform us as soon as possible.

Date of Application:

Signed:

To be completed by the school

Date of Child's entry into Early Years Provision:



Making a difference where you live

EDUCATION

_____ Nursery School/Unit

Receipt of Application for a Nursery Place

Full Name of Child: _____

Date of Birth: _____

Parental/Carer Address: _____

I confirm that I have placed your child's name on my list for possible admission to this Nursery. You will be informed as soon as possible whether your child can be admitted in accordance with your request.

Please note that this acknowledgement does not guarantee that a place will be offered for your child. It merely confirms that your details have been recorded.

Signed: _____

Designation: _____

Date: _____

