

GOVERNOR LED NURSERY

ADMISSIONS POLICY AND ALLOCATION OF PLACES FROM SEPTEMBER 2021

All eligible children are entitled to access the free early education entitlement of 15 hours on a part-time basis for two years, from the beginning of the term after their 3rd birthday until they reach compulsory school age, defined at Section 8 of the Education Act 1996 together with the Education (Start of Compulsory School Age) Order 1998 (SI 1998: 1607). A child will reach compulsory school age on or after their 5th birthday.

A child born between will become eligible for a free place from:

1st April and 31st August -The start of the autumn term following their 3rd birthday

1st September and 31st December -The start of the spring term following their 3rd birthday

1st January and 31st March -The start of the summer term following their 3rd birthday

These dates are set by the Department for Education and do not take account of variations in the date of Easter

Nursery caters for children from 3 years old until they enter school. Parents/Carers and their child are warmly invited to view Nursery in session.

The child's details are recorded in an admissions book. The Nursery Manager will contact the parents/carers by telephone during the half term before the intended admission date. The offer of a place is then put in writing and an acknowledgement slip is returned by the parents/carers.

An induction session is held for the new children and their parents/carers. These are informal play sessions which enable the children to meet their key worker, their new friends, explore the surroundings and for parents/carers to ask any questions and share any concerns. Prior to admission all paperwork relating to the child must be completed by the parents/carers and returned to Nursery.

All children settle into Nursery in different ways. We will endeavour to meet the individual needs of the child and their parents/carers.

Parents/Carers are entitled to claim the Nursery education grant in the term following their child's 3rd birthday. The relevant cut off dates are 31st December, 31st March and 31st August.

Places in Nursery usually become available when the oldest children enter a Reception class. Places may become available at other times if children leave Nursery. Newfield Park Nursery will hold a waiting list of unsuccessful applicants in cases where spaces become available during the year. Places will be offered from the waiting list in line with the admissions criteria below.

Admissions criteria:

The following criteria will be used by Newfield Park Nursery.

First priority shall be given to children who are:

1) In the care of the Local Authority (Looked after Child/en) or provided with accommodation by them under section 22 of the Children Act 1989. In addition, priority is also given to children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (See notes below).

2) Known by the LA to have additional educational needs/disability as defined by the Children Act 1989 or the Education Act 1996 and whose needs can be best met at the preferred maintained Nursery – (applications made under this criterion would need to be supported by a recommendation from DMBC Specialist Early Years, Hearing Impaired, Visually Impaired or Physical Impairment and Medical Inclusion Services). Or is a child that is currently subject to a child protection plan or child in need process or has a Common Assessment Framework (CAF) in place. A CAF provides a method for assessing needs for children and young people to support earlier intervention and to improve joint working between professionals and practitioners who support the individual child or young person. A CAF will improve the co-ordination and consistency of and between assessments leading to fewer and shorter specialist assessments.

3) A child with a long-term physical or mental impairment or who has a life limiting progressive condition, where the Governors are satisfied that attendance at Newfield Park Nursery will meet the needs of the child's condition rather than any other Nursery, after reasonable adjustments have been implemented (Parents must provide supportive information from their child's Paediatrician or specialist Consultant (medical), at the time of application in order to be considered under this criteria). This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they had to attend another Nursery. Parents should also indicate why Newfield Park Nursery is the most appropriate to meet their child's condition rather than any other Nursery. (The School will not seek to obtain this evidence on behalf of parents.)

4) Children who will have an elder brother/sister, half-brother/sister or step brother/sister attending the school/Nursery at the requested time of entry. Children must reside at the same home address during the school week. (The definition of brother or sister also relates to adopted or fostered children living at the same home address). If we are over-subscribed, in this section, children will be admitted in date of birth order, oldest first.

5) Any remaining places will be filled according to those children who live closest to the preferred maintained Nursery. Distances will be calculated in a straight-line from the home address to the main entrance of the schools Nursery class.

In all cases priority will be given to children who will enter primary school in the 2022/23 academic year, over children who will enter primary school in the 2023/24 academic year.

Looked After Children:

“Looked after children” means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

SEND:

In accordance with legislation, a child with a Statutory Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child’s individual needs. This may reduce the amount of places available for children who do not have a Statutory Statement of Special Educational Needs or EHCP.

Application Process:

An application from a parent for a Nursery place should be made directly to the individual school who will allocate places in accordance with the admissions criteria, where over subscription has occurred.

Safeguarding statement:

Newfield Park Nursery recognises that safeguarding is everyone’s responsibility, whether their interest is in all children and young people ‘staying safe’ in all aspects of our services, or whether they are working in more targeted services with vulnerable children and young people. All staff have appropriate training and induction so that they understand their roles and responsibilities and are confident to carry them out. Schools, settings, children, young people and their parents and carers, or any member of the community should feel safe and secure and that they can raise any issues or concerns about the safety or welfare of their children and young people and know that they will be listened to and taken seriously. This will be maintained by promoting an ethos of commitment to safeguarding and promoting the welfare of all children and young people.

Additional Notes:

Attendance at Newfield Park Nursery, which is attached to Newfield Park Primary School, will not guarantee admission to Reception Class or give any advantage to the child’s application for Reception class. A separate application for admission to Reception class will always have to be made. Newfield Park Nursery has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the race relations (amendment) Act 2000, The Human Rights Act 1998 and the Special Educational Needs and Disability Discrimination Act 2002. This includes reasons such as:

- Developmental delays e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.
- Additional educational needs, including emotional or behavioural difficulties.
- Physical or sensory impairment.

Attendance:

Newfield Park Nursery withholds the right to withdraw places if attendance at Nursery falls below a certain percentage.

September 2021

K. Morris and J. Malcolm

This policy is reviewed annually