

# NORMANBY PRIMARY SCHOOL ADMISSION TO NURSERY CLASS POLICY

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# Policy on Admission to Nursery Class

## 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 free early years provision is known as the Free Entitlement for 3 & 4 year olds. From September 2010 the Free Entitlement will increase to 15 hours a week (570 hours a year) over no fewer than 38 weeks of the year.

This policy supports the Redcar & Cleveland local authority in fulfilling its statutory duties and applies to how the provision at Normanby Primary School is managed.

## Nursery Class Admission Limits

Our school nursery class admission limits are:

*(39 places mornings, 39 places afternoons)* This is set by the local authority.

## Eligibility for the Free Entitlement

A child first becomes eligible the term after third birthday, subject to a place being available. 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.

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

## The School Flexible Offer

Normanby Primary School is only able to offer parents/carers their free entitlement in the following way:

- 3 hours a day for 5 days of the week; times are published on the school website, and may change from time to time/ annually

Our school will consider any requests from parents/carers to take their entitlement in a more flexible way that meets their families' needs. If the request cannot be accommodated, the parent /carer will be referred to the local authority. A free place may be offered at an alternative local authority approved private or voluntary setting.

We are unable to offer more than 15 hours per week.

## 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, priority will be given to the oldest child in that category. The oldest children will be admitted first.

School will contact families through the details provided on the registration form, families and carers are responsible for ensuring that these details are kept up to date.

## **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.

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 at the beginning of the term in which they first become eligible. We will notify parents/carers of their child's confirmed admission date as soon as possible.

## **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.

## **Policy Review**

This policy will be reviewed annually by the school governing body.