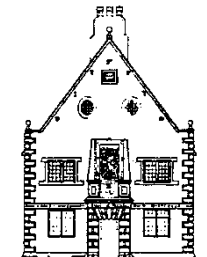


Bunny C of E Primary School **Nursery Admissions Policy**



Our aims are

- To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- To help promote consistency of practice and procedure between nursery education / EYFS and Key Stage 1.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education so we will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community within a school setting.

Nursery Session Options

- Children, aged three and over are entitled up to 30 hours of government funded nursery education per week. At Bunny C of E Primary School we offer **15** hours of government funded education during the morning sessions (8.55am – 11.55am). Parents are able to use a different nursery provider to top up the remaining funded hours at a different setting.
- Parents will be asked to preference the number of morning sessions required.
- Whenever possible first preference of sessions will be offered, but preferences will be allocated subject to availability and are not guaranteed. If the preferred days are unavailable, the child will be offered an alternative morning if available.

Criteria for Admission to the Nursery

The Nursery Class at Bunny C of E Primary School is a 13 place Nursery based on 1 morning session per day. The Governors of the school will offer children a place in the nursery at the beginning of the term following their third birthday according to the criteria in the following

order of priority. Within each of the criteria places will be allocated based on distance from the school and proof of home address will be needed.

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be accompanied by medical evidence from a GP or Hospital Consultant. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children in Bunny C of E Primary School catchment with siblings attending the school in the September of the year of their admission.
4. Children in Bunny C of E Primary School catchment without siblings attending the school in the September of the year of their admission.
5. Children living outside of the catchment area with siblings attending the school in the September of their admission.
6. Children living outside of the catchment area without siblings attending the school in the September of their admission.

In the event of twins / multiple birth children applying and a single place only is available, a place will be offered for both / all children.

The Nursery “Expression of Interest Log”

- The school will maintain a list of the name, address and telephone number of parents are interested in a place in the nursery for their child, together with the name and D.O.B. of the child and the date of registration.
- No child will be placed on the list until they have reached their second birthday.
- The list will not operate places on a "first come, first served" basis. The length of time children are on the list in no way influences the decisions about places.
- Parents will be sent an information letter the half term before their starting date. The information letter will confirm availability of places based on our admission criteria. Parents must confirm acceptance of the offer of a place by the confirmation date on the forms so that children on the waiting list can be offered places if necessary.
- Parents will be offered the opportunity to visit the nursery, prior to the child's start date. Prospective parents and children are welcome to visit Bunny C of E Primary School at a mutually convenient time.

Waiting List

If a Parent has a preference of only 1, 2, 3, or 4 sessions per week with the intention of increasing hours as the child gets older, we are unable to guarantee a full time place for that child. Once places have been allocated, and where it is not possible to offer some children a part / full-time nursery place because places are all taken, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery in mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

Should children on the waiting list meet the same criteria for admissions, e.g. all children on the waiting list are living in catchment with a sibling, a place will be allocated to the oldest children on the waiting list, providing that the child has passed his / her third birthday.

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Head teacher will be happy to discuss any concerns parents may have about the allocation of places.

Decisions to offer a place will be based on the criteria and procedures laid out in the Nursery Admissions Policy. Parents can refuse the offer made.

Attendance and Loss of a Nursery Place

- If a child's attendance and/or punctuality is poor or erratic the nursery / EYFS teacher will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Head teacher.
- If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.

- If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parent/carer.
- If children are going on holiday during term time, families must notify the school office and complete a 'miss learning time' form. Holidays for nursery aged children are authorised by the Head Teacher.

Transfer from nursery into reception

- All parents and carers must be aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Nottinghamshire County Council admissions procedure.