

# Castlefields Primary School



## Nursery Admissions Policy 2023 - 2024

**Date of policy:** Summer 2022

**Approved:** Summer 2023

**Next review date:** Summer 2024

**Responsibility:** Headteacher/Governors

**Doc:** *Comp 2/Policy Docs*



# CASTLEFIELDS PRIMARY SCHOOL

## NURSERY ADMISSIONS POLICY

Castlefields Primary School has a twenty-four place Nursery class.

### General Points

- Children are eligible for a Nursery place the term after their third birthday – see table below:

If your child was born between.....	He/She is eligible for Early Education from.....
1 April and 31 August	Autumn term – after child's 3 <sup>rd</sup> birthday
1 September and 31 December	Spring term – after child's 3 <sup>rd</sup> birthday
1 January and 31 March	Summer term – after child's 3 <sup>rd</sup> birthday

Under the "Universal 3 and 4 year old offer";

- Children are entitled to 30 hours funded Nursery education (Universal Entitlement)
- Castlefields Nursery offers 15 funded hours in units of 3 hour sessions.
- The Nursery sessions are Monday – Friday mornings (8.50am-11.50am)
- Parents indicate an interest in a Nursery place for their child by completing a Nursery application form – obtainable from the school office.
- Application forms are filed until the child can be considered for a place and we will contact you when a place is available. This is usually half a term before the child is due to start Nursery
- Parents can apply for a maximum of 5 sessions per week (i.e. 15 hours entitlement)- IF AVAILABLE
- Parents of new and existing children must book/ confirm Nursery sessions for the forthcoming term, when requested; and fill in a Nursery Education Funding request form.

### ***Admissions Priority***

- Children are admitted to Nursery, according to criteria laid down by TrustEd CSAT Alliance following the guidelines of Shropshire Council.

**Children with an EHCP which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria in strict order of priority.**

**Priority 1:** Looked after children and former looked after children (who are adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

**Priority 2:** Children already attending Nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

**Priority 3:** Children living in the school's designated catchment area who have a sibling in the Nursery or school and that sibling will be attending at the time the younger child starts Nursery. If new places are limited, priority can be given to older children.

**Priority 4:** Children living in the school's designated catchment area without siblings at the Nursery or school. If new places are limited, priority can be given to older children.

**Priority 5:** Children out of the school's catchment area with siblings in the Nursery or school at the time the younger child starts Nursery. If new places are limited, priority will be given to the children living closest to the Nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

**Priority 6:** Children out of the school's catchment area without a sibling in the Nursery or school. If new places are limited, priority will be given to the children living closest to the Nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

### **Attendance at a particular Nursery gives no guarantee that the child will gain a place at the school where the Nursery is located.**

The child's usual home address determines whether they are in a particular school's designated catchment area.

- In the event of Nursery being 'over subscribed' parents may request that their child's name be put on a waiting list. If some sessions have spaces, we may be able to offer your child a place at Nursery, but only on the days we have available. Should a place become available the following term, allocation will be made according to the criteria above.
- In the event of a child moving from another Local Authority into the catchment area mid-term, a place could only be granted if available according to the criteria above.

### ***Session Priority***

Once your child has been offered a place at Nursery, parents can book their sessions. Session places are allocated according to the following priorities:

- The existing session arrangements of all children in Nursery will be upheld whenever possible.
- For new intake children sessions will be granted on an availability basis, according to the above criteria