



NURSERY ADMISSIONS POLICY

CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery Class at Stead Lane Primary School is a 52 place Nursery based on 2 sessions per day: 26 children in the morning and 26 children in the afternoon. The government funds children for 15 hours / 30 hours a week. The Governors of the school will offer children a place in the nursery at the beginning of the term following their third birthday if spaces are still available. If spaces are not available for children due to start nursery in January/Summer term, they will be offered a place the following September.

Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

Places will be allocated by the Office Manager and Early Years Coordinator. The offer of a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.

- Decisions will be final and there is no right of appeal.
- The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to the main school.
- Children admitted during the year may be invited to visit the nursery for a play session before they actually start.

ADMISSIONS CRITERIA

In order to ensure that the Nursery Unit offers an effective learning environment the places allocated should whenever possible reflect a well-balanced mix of children from the Community. For this reason the following criteria have been selected for our admissions policy:-

1. Children in the care of a Local Authority - Looked After Children.
2. Consideration will be given to children with Educational needs
3. Children who live within the school catchment.
4. Children who have / will have an older brother or sister in main school.
5. Consideration will be given to the chronological age of the child on registration.
6. The length of time the child has been on the waiting list.
7. For children living outside of the catchment area, consideration will be given to the proximity of their home to school.

Each application is always considered on its individual needs and the needs of the child, whilst still ensuring that the necessary balance needed for the Nursery to function successfully, for all children, is maintained.

ATTENDANCE AND LOSS OF NURSERY PLACE

- If attendance and punctuality is poor the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated.
- Following this conversation attendance and punctuality will be monitored and if there is no improvement in attendance, then the child may lose their place. Parents 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 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.

TRANSFER FROM NURSERY INTO SCHOOL

- All parents and carers must be made aware that a place in the nursery does not guarantee a place into main school and that they must still go through the correct Northumberland admissions procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school.

Signed:Chair of Governors
 On behalf of the Governing Body

Dated: