

**Current Policy Date:** July 2017

**Review:** Annual

**Date of Next Review:** December 2017



## ADMISSIONS POLICY

- *Source – West Berkshire Council model policy*

The Governing body have been delegated by West Berkshire Council to administer the admission arrangements for Nursery.

Subject to availability of places, children will be offered a free 15hr place the term after they become 3yrs old, unless they qualify for 2yr old funding.

### ADMISSIONS PANEL

Admission to Victoria Park Nursery School is regulated by an admissions panel. This will consist of the Headteacher and two governors. The Admissions Panel meeting will be arranged for two terms before the child's entry to Nursery School. This panel will confirm allocations within the policy. A pupil's final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school Foundation Stage 2 place within the Local Authority's admission arrangements and co-ordinated scheme.

### APPLICATION AND REGISTER OF INTEREST

Parents should register an interest in a place at Victoria Park Nursery School. A place can only be allocated through the completion of a Nursery Registration Form. No child will be guaranteed a place in Victoria Park Nursery School.

### SESSION ALLOCATION

**The core free entitlement is 15 hours per week. The preferred allocation of sessions is either 5 mornings or 5 afternoons each week, plus one of breakfast, lunch or tea clubs. (5 sessions, 2hr 50min plus one session 50mins: total 15hrs). No fees or charges will apply to this pattern of attendance.**

**The alternative allocation of sessions is attendance at the beginning or end of the week as follows:**

**Either**

**All day Monday, Tuesday and Wednesday morning (5 sessions) plus two lunch clubs (Monday and Tuesday) (5 sessions, 2hr 50min plus 2 sessions 50min: total 15hr 50min)**

**Or**

**Wednesday afternoon, all day Thursday and Friday (5 sessions) plus two lunch clubs (Thursday and Friday) (5 sessions, 2hr 50min plus 2 sessions 50min: total 15hr 50min)**

**If this alternative pattern of attendance is chosen, a charge will be made for one lunch club for the half term following the child's settling in term and each following half term (See CHARGING AND REMISSIONS policy for details of charges)**

- Where possible sessions will be allocated according to parents preference. If sessions are oversubscribed places will be allocated using the over subscription criteria, which is based on the child's age and location.
- Available part time places number 130.
- Allocation is limited to available session places.
- Funded Full-Time sessions are only offered for exceptional social grounds with supporting evidence from an independent professional e.g. Health Visitor or Pre-School Teacher Counsellor to be agreed by the Governing Body or Sub committee.
- Parents are normally expected to take up the maximum number of sessions offered.
- Parents will not be able to defer taking up a place to a following term; if the offered place is not taken up the application must be considered afresh, with the child remaining on the waiting list.

- Additional sessions when available will be chargeable and will be offered on a term by term basis as they may be required for another pupil as part of their core entitlement.

## REGISTRATION FORMS

Registration forms are available from Victoria Park Nursery School Office, from our website or from [www.westberks.gov.uk](http://www.westberks.gov.uk).

No admission will be considered without completion of a Registration Form.

The Nursery Registration Form will request the following:

1. Name
2. DoB
3. Gender
4. Address
5. Telephone Contacts
6. Birth certificate / Passport check
7. Declaration from parent/carer to determine if child is/would be attending another setting
8. Ethnicity (Non- compulsory request)
9. Parent / Carer details
10. Signature and Date

N.B. the free entitlement will be allocated in order using the oversubscription criteria shown in this policy

## ALLOCATION PROCESS

- Applications will be considered on a termly basis

Term to commence nursery education	Application deadline date	Nursery school to notify parents by
Autumn	28 <sup>th</sup> February	1 <sup>st</sup> April
Spring	30 <sup>th</sup> June	1 <sup>st</sup> September
Summer	30 <sup>th</sup> November	1 <sup>st</sup> January

- Allocated places must be accepted within 2 weeks or the offer will be withdrawn and reallocated
- Places will be available until the parent withdraws the child, or he or she reaches compulsory school age.
- There will be no right to an appeal but parents will be given the opportunity to receive an explanation from the Headteacher in writing or personally if requested.
- The Local Authority will normally only consider cases where parents feel that this policy has not been applied correctly
- Applications will not be considered on the length of time on a waiting list or by date of application
- The Headteacher will have the discretion to allocate up to 4 places each term outside of the dates for allocation as set out in the above allocation process. These places shall be held in reserve for allocation to either those considered to be a priority, as set out in the oversubscription criteria below, or for allocation to funded 2 year olds.
- Casual admissions - if places are available, they will, at the discretion of the Headteacher be allocated immediately to an eligible child
- Unallocated places will be offered to children registered for a place who will be 3 during the term. These places will be chargeable

## LATE APPLICATIONS

- Late applications will only be accepted for a good reason provided that they are received before allocation procedures begin.
- All other late applications will be placed on the waiting list and if necessary considered in the following term's allocation process

## ABSENCE

- Any child with un-authorised absence for a period of 15 school days or a pattern of persistent absence may have their place withdrawn
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process

**LENGTH OF STAY**

- A pupil’s final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school reception place within the Local Authority’s admission arrangements and co-ordinated scheme.

**TRANSFER**

- Where a child has been attending pre-school provision in another area, a place will be offered as soon as possible.

**OVERSUBSCRIPTION CRITERIA**

- Priority will be given to children with Statements of Special Education Needs and Looked After Children (regardless of age) before the allocation of further places.
- Children with exceptional medical and social grounds.
- Thereafter, application will be considered on a termly basis against the following criteria:

Age	Oversubscription	Tie Breaker
5	A - All pre-compulsory school age 5 year old children	Within any of the over-subscription criteria priority will be given to the oldest applicant (ie by date of birth) If necessary thereafter to the applicant whose permanent home address is nearest to the nursery. Distance will be measure using the West Berkshire Geographical Information System taking a straight line from the home address and the nursery and not taking travelling distances.
4	B - 4 year old children with exceptional medical/ social grounds*	
	C - Siblings already in the Nursery	
	D - Living within the boundaries of West Berkshire Council	
	E - All other applicants	
3	<p><b>F – 30 hour provision</b></p> <p>The governors have designated one class as a 30hrs class from September '17. Governors will consider a termly update from the Headteacher and will formally review the provision in April '18.</p> <p>An eligibility code is required before a place in the 30hrs class can be confirmed</p> <p>Priority will be given to children already attending the nursery school.</p> <p>If a child becomes in-eligible they may be moved to one of the 15hr classes if the place is needed for an eligible child.</p> <p>A child who becomes in-eligible and then becomes eligible again will have priority for a 30hr place.</p> <p>Parents who are not eligible for 30hr funding but wish to self-fund may do so if there is space.</p>	
3	G - 3 year old children with exceptional medical/ social grounds*	
	H - Siblings already in the Nursery	
	I - Living within the boundaries of West Berkshire Council	
	J - All other applicants	
2	<p><b><u>Funded 2 year olds (separate box)</u></b></p> <p><b><u>Self-funded 2yr olds</u></b></p> <p>Priority will be given to the applicant whose permanent home address is nearest to the nursery (see above tiebreaker)</p>	

\* Exceptional medical/social grounds – if supported by professionals, e.g. Health Visitor or Pre-school teacher Counsellor

**WAITING LISTS**

- Waiting lists will be established for those who have not been offered places and priorities in the same order as the oversubscription criteria.
- Waiting lists will be amended within a term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarity.
- Places will be allocated as they become available during the term.

**MEALS PROVISION**

- The Nursery has no facility for providing meals, children bring packed lunches. If Lunch club is part of the 15 hour provision no charge is made. Additional lunch club sessions may be purchased on a termly basis if space allows.
- Eligibility for additional free lunch clubs will be assessed similarly as for Free School Meals in a school.

**TRANSPORT PROVISION**

- Free home to school transport is not normally available for pre-compulsory aged children.
- Refused applications have the right of appeal.
- Fare paying seats may be available on transport contracted by the LA. A graded fare-paying system exists, based on radial distance, and discounts are available for additional siblings.