

## Flatts Nursery School: Nursery Admissions

### Responsibility for admissions to the nursery school

Responsibility for making decisions regarding admissions to the nursery school lies with the head teacher and governors of the school. The head teacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

### Applying for a 2 year old place at nursery

Flatts Nursery School is registered to admit children on a paying basis as soon as the child turns 2 years old. We also offer funded 2 year old places from the term following their second birthday. This funding is available to some families, dependant on personal circumstances. Please visit [www.kirklees.gov.uk/freechildcare](http://www.kirklees.gov.uk/freechildcare) to find out if you are eligible.

### Applying for a 3 year old place at the nursery

The nursery class at Flatts Nursery School is able to provide 15 hours of free early years provision for children from the term following their third birthday, if there is an available place. Working parents may be able to claim an additional 15 hours. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out if you may be eligible to claim these extended hours for your child. Extra hours can also be paid for between the hours of 8am and 6pm throughout the year.

Parents should apply for school nursery place no later than the dates indicated in the table below. Application forms are available from the school or to download from the website.

The head teacher will keep a list of children's names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the nursery admissions list.

<b>Child's 3<sup>rd</sup> birthday falls between:</b>	<b>Place available from:</b>	<b>Application Deadline</b>	<b>Parents will be Notified by:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	the start of the autumn term (early September)	1 <sup>st</sup> May	1 <sup>st</sup> June
1 <sup>st</sup> September and 31 <sup>st</sup> December	the start of the spring term (early January)	1 <sup>st</sup> September	1 <sup>st</sup> October
1 <sup>st</sup> January and 31 <sup>st</sup> March	the start of the summer term (after Easter)	1 <sup>st</sup> January	1 <sup>st</sup> February

When allocating places, the length of time a child's name has been on the admissions list will not be taken in to consideration.

The head teacher will inform parents by letter whether it has been possible to allocate their child a place.

**Criteria for admission into the nursery class if oversubscribed.**

Admission to our nursery class is based on the expression of parental preference.

If there are more applications than places available the head teacher will use the following criteria.

**The criteria**

Priority for a nursery place will be given to;

**1** Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect.

(Examples may include children who are active cases for social care colleagues and children on the child protection register).

**2** Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications.

(Examples may include children identified by the pre-school assessment service as having special educational needs, or as requiring assessment to decide if they have such needs; children who have needs identified by medical professionals; children living in families considered to be exceptionally disadvantaged in relation to the usual circumstances for the area; children who have limited or no access to English speaking environments.)

**3** Children who live in the Priority Admission Area (PAA) in age order

**4** Children who live outside the PAA but who have an older sibling attending the school in age order

**5** Children who live outside the schools PAA in age order

**6** Extra district children in age order.

**Waiting list**

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, 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).

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 with another provider may need to be sought.

**Staggered entry admissions policy**

Children will come in to nursery in date of birth order within their colour groups. The oldest children will enter on the first entry date with two children starting on each date (where numbers are such to allow this). The aim is to bring two children in per week for two weeks until all children joining the nursery are attending. Should there be a higher than usual intake this will have to be monitored and discussed.



### **Transfers**

Transfer from one provider/nursery to another can only happen if the parent has given notice to the provider. In this case 20 provider working days' notice must pass before the child can leave and claim their funding at an alternative setting. A transfer is also dependent on a place being available.

### **Moving on from nursery**

Parents will need to apply separately for a reception class in their chosen primary school. The responsibility for admission to reception classes rests with the local authority. The website for Kirklees Local Authority admissions for a primary school place is [www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx](http://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx). Here you can find more information about primary schools available and how to apply.