



WILDRIDINGS PRIMARY SCHOOL Admissions for Nursery Policy

		Signature	Date
Headteacher	Mr Simon Cope		
On behalf of the Governing Body	Chair of Governors		

Reviewed by	Chrissy Wort
Approved by FGB	18 th July 2019
Next Review	April 2020

Wildridings Primary School

Admissions for Nursery Policy

Admission Authority

Bracknell Forest Council is the admission authority for community schools and therefore sets the admission policies for these schools. Bracknell Forest Council delegates the responsibility of administering the admission process for nursery classes to the Headteacher of Wildridings Primary School.

For the purpose of the allocation process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of birth
- Preferred session (if applicable)
- Any information supplied by parents/carers or professionals relating to a request for priority consideration, such as in the care of the LA or exceptional medical, educational or social needs. These will have to be supported with written evidence from an appropriate professional.
- Siblings name and date of birth if they attend the school.

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Headteacher will establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

Attendance and Places Available

All families are entitled to 15 funded hours and attendance will normally be for 5 sessions per week – either every morning or every afternoon.

The school offers a limited number of full time places due to the new extended entitlement for 30 hours free provision. The agreed number for this is currently 8 places but could be increased if demand is high.

The nursery can have a maximum of 26 children in each session (am or pm). This figure includes both part time and full time children.

Nursery session times from September 2019:

Morning - 8.40 – 11.40

Afternoon - 12.20 – 3.20

All day - 8.40 – 3.20 (includes an additional 30 minutes, Chargeable, for lunch break)

Length of stay

Funded places will be offered from the beginning of the term after the child's third birthday. If a child is absent for an extended period (ie. more than 4 weeks), without the approval of the Headteacher, the place will be reallocated.

Places are also available from the beginning of the week after the child's third birthday, however there will be a charge for these spaces until the funded hours start in the following term.

Children will remain in the nursery until they start school in the Reception year, in the September after their fourth birthday. (NB: this may be at Wildridings or in another school).

Nursery Fees

Where a child attends nursery before the funded hours are available, fees will apply. This charge will be £5 per hour and is payable in advance, monthly.

There will be a 2.5 hour top up charge each week for the children who attend full time and are receiving the 30 hours funding. This covers the 30 minutes each day where the child will be in nursery between the morning and afternoon sessions. Parents may choose not to pay for this wrap around care, instead opting to collect their child 30 minutes earlier each day. This would ensure their child's full time provision is within the allocated funded hours.

Families who are eligible for the 30 hours funding will need to obtain an entitlement code via the 'childcare choices' website for the funds to be released. This must be renewed each term. Failure to produce an updated code to the school will result in the nursery sessions being charged for.

Payment for any nursery fees is required at least one month in advance. Non-payment of fees could result in the loss of their place within the nursery.

Applications for admission

Parents seeking a place at the school should complete the standard Bracknell Forest Council application form. The admission policy will be included in the school prospectus. Bracknell Forest Council will publish the policy in the annual guide for parents and carers for primary admissions and early years' education.

Parents/carers may apply for a nursery place at any time and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

The Headteacher will publish a timetable for receipt of application forms and notification to parents/carers subject to the timetables set by the Local Authority and/or the school.

From September 2017 all childcare settings will require a signed 'Parent Declaration' form in order to obtain funding for children in their setting.

Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order:

1. Children in the care of a local authority
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional
3. Children who have parents working at Wildridings Primary School
4. Children who have a sibling(s) who will still be attending the FS unit/school at the time of the admissions meeting.

5. Children, starting with the oldest, whose home address is within the school's designated area
6. Oldest child by date of birth

Please note: In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth. Children with a statement of special educational needs that names the school will be allocated a place above all other applicants.

Deferring the Place

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following year.

Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list and places allocated from that list if places become available during the term. The waiting list must be ranked according to the oversubscription criteria which may change if late applications are added.

Parents will be informed in writing if it is not possible to offer a place in the nursery class.

Admission to the School

There is no automatic admission into the main school from a nursery class. At the appropriate time parents/carers will need to complete a Bracknell Forest Council application form and places in the school will be allocated according to the published co-ordinated admission arrangements. The over-subscription criteria do not give any priority to children attending the nursery. The letter offering a place at the nursery must make this clear.

Glossary

Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

Siblings

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

Home Address

The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

Children in Care

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority.

Multiple Births

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.