




NURSERY ADMISSIONS POLICY

(FOR FREE NURSERY ENTITLEMENT FOR THREE AND FOUR YEAR OLDS)

Date this policy was formally reviewed and agreed by the Governing Body of Kelvin Grove Primary School:	12.6.17
Signed on behalf of the Governing Body by:	Mr Ian Mearns MP Chair of Governors
Signature:	
Date:	12.6.17
Details and dates of minor amendments:	
Date next full review is due:	Summer 2019

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, parents and visitors to share this commitment.



All children are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). From September 2017 some children will be entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

15 hour provision:

AM 8.30 – 11.30am
PM 12.30 – 3.30pm
Monday to Friday, term time only

Pupils entitled to 15 hours must attend either ALL morning sessions or ALL afternoon sessions. While we would like to offer parents greater flexibility, given the physical space we have available, the need to plan ahead to ensure statutory pupil:staff ratios are met and our commitment to planning high quality provision, this is not possible.

30 hour provision:

Universal entitlement

Pupils entitled to 15 hours must attend either ALL morning sessions or ALL afternoon sessions.

Extended entitlement

9.00am – 3pm
Monday to Friday, term time only

All children who attend our 30 hour provision must bring a packed lunch from home and they will be supported by lunchtime supervisory assistants to supervise the children while they eat their lunch in nursery and then access the early years' outdoor area which is self-contained and separate from our older children.

Kelvin Grove will offer 45 part time places and 10 full time places in nursery.

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of the half term after their third birthday i.e. at the start of term in September, after the half term break in October/November, at the start of term in January, after the half term break in February or after the Easter break and May half term break of each academic year.

However we may need to delay your child's start beyond the relevant term in circumstances where the school has induction procedures to follow to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher. Your child may not receive their full free entitlement in these circumstances.

Oversubscription Criteria

If there are not enough places available for all applicants we will apply the criteria which are ranked in priority order below.



- The children who will become four years of age during the 2017/18 academic year and would only have the opportunity to benefit from three terms of nursery education.

The allocation of places within this group of children will then be based on priorities 1 to 7 listed below.

If there are not enough applicants within this older group of children above to fill all available places, then we will next consider those younger children who will reach the age of three during the academic year 2017/18.

Priority will then be given to these children who will become three during the Autumn term, then the Spring term and then the Summer term.

Within each half term the allocation of places is based on priorities 1 to 7 listed below.

Places can only be offered to these younger children if we can confirm that a place is not needed for a child who will become four years of age during the 2017/18 academic year.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who live in the school's catchment area.
4. Children who live in Gateshead and who will have a brother or sister at the school.
5. Children who have exceptional medical or social grounds. (See point a below).
6. Other children who live in Gateshead.
7. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

Point a

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of Governors and the Head Teacher. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated.

- In order of date of application received (starting from the earliest)



Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/carers and head teacher will agree the pattern of attendance for the universal entitlement. (You may wish to consider where you would stand if this parent wanted to pay for the additional 15 hours. How would you prioritise this over someone on your waiting list?)

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, you child's name may be added to the list by using the priority order described above.

Application Process

To apply for a place in our nursery class for September 2017 or subsequent terms in the 2017/18 academic year, you must complete and return your application form to the Head Teacher. You will receive confirmation within 10 working days of your application being submitted.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure.

Admission into Reception

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criteria that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.