



# Woodmansey CE Primary School Nursery Admissions Request Policy

## 1. INTRODUCTION

This policy will be used to determine admissions to Woodmansey CE Primary School's Nursery provision. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. It is essential therefore, that all admission decisions can be justified by reference to the following criteria, taking into account the particular circumstances of Woodmansey CE Primary School itself.

## 2. BACKGROUND

A child is entitled to 15 hours a week, free early education provision in an early years setting from the start of the term following their third birthday and 30 hours for those children who meet the 30 hour eligibility criteria. Normally children will be admitted in age order, so that the oldest children are admitted first BUT children with identified special needs, or in social need, may be offered a free early years place before an older child who doesn't have the same needs. The key dates are 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> September. This entitlement will be offered to parents on a flexible basis and the nursery will advise parents of the patterns of attendance they can offer.

## 3. PROCEDURES FOR WOODMANSEY CE PRIMARY SCHOOL

The EYFS setting can accommodate a maximum of 22 Full Time Equivalent children, therefore the number of full time equivalent nursery places will vary according to our admission into Reception for that year. The patterns of attendance are either morning sessions; afternoon sessions or both morning and afternoon where capacity allows.

Parents/carers who would like their child to attend nursery at Woodmansey CE Primary School, must complete an application form and send or bring it to the school when their child is two years old, or as soon as possible after that.

The applications will be considered in accordance with the admission criteria. Parents will be informed by letter of their decision where possible at least half a term before admission. Ordinarily this will be by the end of October, February and May. When a child is offered a place, parents/carers must confirm their acceptance to the school within two weeks to avoid the school having to refuse places to other children unnecessarily. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Head of School and ultimately the Executive Head Teacher.

These guidelines are based on equal opportunities principles, in order that children will be admitted according to fair, open and clear criteria.



## 4. ADMISSION CRITERIA

All applications will be considered in accordance with the following criteria, set out in priority order. Length of time on any waiting list will not be taken into account.

Categories B and C contain examples of both special educational and social need.

## 5. CATEGORIES

1. A child living in the catchment area for Woodmansey CE Primary School with priority given to:
  - a. A child who is “looked after” by the Children’s Services Department (in accordance with Section 22 of the Children’s Act 1989)
  - b. A child for whom there is a recommendation for nursery education by a senior health professional, social worker or educational psychologist, on the basis of the child’s special educational needs.
    - i. Please note: There may be children with specific special educational needs and/or disability for which Woodmansey CE Primary School would not be best able to meet these needs. In such a situation, alternatives would be recommended.
  - c. Children with a brother or sister (including children living as siblings in the same family unit) on the school roll who live in the school’s catchment area and who will still be attending Woodmansey CE Primary School the following year.
2. Children out of the Catchment Area with priority given to:
  - a. Children with a brother or sister (including children living as siblings in the same family unit) on the school roll who do not live in the school’s catchment area but will still be attending Woodmansey CE Primary School the following academic year.

## 6. OVER SUBSCRIPTION

If the nursery is still oversubscribed, after the above criteria have been applied, then preference will be given to children who live closest to the school based on a straight line measurement from school to the entrance of the property.



## 7. OTHER INFORMATION

**Applying for a place in the Foundation Year R (FS2) in school.** Admission to a reception class (FS2) will be in accordance with the East Riding of Yorkshire Council's Admissions Policy for Schools. Admission to a nursery school does not constitute any right of entry to the school, and places will be allocated according to that school's / LA admission policy. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes (i.e. the September of the school year in which the pupil has his or her fifth birthday).

**Parental Responsibility for a Child.** The definition of a parent in the Education Act includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives the parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married at the time of the child's birth or have been married to each other at any time since the child's conception, they each have parental responsibility. Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.



# Woodmansey CE Primary School Nursery Admissions Request Policy

PERSONAL DETAILS	
<b>Name of Child</b>	
<b>Date of Birth</b>	
<b>Birth Certificate Evidenced</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Address</b>	
<b>Contact numbers</b>	

PREFERRED OPTIONS																					
<b>Preferred start date</b> (this must be as a minimum the term after their third birthday)	Please tick one option: <input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> April																				
<b>Sessions</b> (these are offered in three-hour blocks)	Preferred session times (if you are flexible please tick both) <input type="checkbox"/> Morning (am) <input type="checkbox"/> Afternoon (pm)																				
<b>Sessions</b> Between 1 and 10 sessions may be requested. (15 hours = 5 sessions) (30 hours = 10 sessions) Number requested is <input type="text"/>	Please indicate the days of sessions you are requesting. If you are flexible, please tick all that apply. <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Monday am</td> <td><input type="checkbox"/></td> <td>Monday pm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Tuesday am</td> <td><input type="checkbox"/></td> <td>Tuesday pm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Wednesday am</td> <td><input type="checkbox"/></td> <td>Wednesday pm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thursday am</td> <td><input type="checkbox"/></td> <td>Thursday pm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Friday am</td> <td><input type="checkbox"/></td> <td>Friday pm</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Monday am	<input type="checkbox"/>	Monday pm	<input type="checkbox"/>	Tuesday am	<input type="checkbox"/>	Tuesday pm	<input type="checkbox"/>	Wednesday am	<input type="checkbox"/>	Wednesday pm	<input type="checkbox"/>	Thursday am	<input type="checkbox"/>	Thursday pm	<input type="checkbox"/>	Friday am	<input type="checkbox"/>	Friday pm	<input type="checkbox"/>
Monday am	<input type="checkbox"/>	Monday pm	<input type="checkbox"/>																		
Tuesday am	<input type="checkbox"/>	Tuesday pm	<input type="checkbox"/>																		
Wednesday am	<input type="checkbox"/>	Wednesday pm	<input type="checkbox"/>																		
Thursday am	<input type="checkbox"/>	Thursday pm	<input type="checkbox"/>																		
Friday am	<input type="checkbox"/>	Friday pm	<input type="checkbox"/>																		

Name of parent: .....

Relationship to child: .....

Signed: ..... Date: .....