

Nursery Admissions Policy

Approved by: Local Governing Board

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1) AIMS

Our aims are:

- To ensure access and entitlement to the benefits of high quality child - centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To help promote consistency of practice and procedure between nursery classes in the Thamesmead Cluster of schools
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community.

2) NURSERY SESSION OPTIONS

Windrush Primary currently has 50 funded part time places available. The sessions available are an am session with 25 spaces and a pm session with 25 spaces. The allocated time slots are 8:30 to 11:30 and 12:30 – 3:30 respectively. Pupils will be allocated either an am slot or a pm slot and although the school takes into account parent's working arrangements, we reserve the right to allocate pupils to respective sessions. When allocating a slot to a pupil the nursery team will consider the nature of the current cohort and the nursery's ability to cater for a variety of needs that pupils might have.

3) CRITERIA FOR ADMISSION TO THE NURSERY

The Governors of the school will offer children a place in the nursery if they have turned 3 prior to September of the year of application, according to the criteria in the following order of priority:

- Children who are in the care of the Royal Borough of Greenwich. (Looked After Children).
- Children who have a Statement of Special Educational Needs which names the school.
- Children who have an elder sibling (this includes all blood, half-, step-, adoptive and foster brothers and sisters who live at the same address) currently attending Windrush School in the September of the year of their admission.
- Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school.
- The position of the child's home address in relation to the school. A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address.

Within the above criteria, each application is always considered very carefully on its individual needs.

All applicants will be required to complete an application form and hand in to the school office. The school will then contact you to inform you whether we can offer your child a place in nursery. With the application forms parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Please note that we only request this information once an offer is made. Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged. All applicants will receive a letter

informing them of whether they have a Nursery place.

4) NURSERY INTAKE

The Nursery Class has an intake in September of children who will have turned three. The September intake will be staggered over the first 2 to 3 weeks of term. Any spare places will be allocated during the year, as they become available.

5) DECISIONS ON PLACES

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Decisions will be final and there is no right of appeal. The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in the Reception class. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

6) HOME VISITS

Prior to your child starting nursery, a home visit will be conducted by member of the nursery team. The purpose of the home visit is to collect more information about the child, and to introduce the child to the nursery team within an informal setting where they feel comfortable.

7) LEAVERS DURING THE YEAR

If a child is withdrawn by their parents from nursery during the school year, we request that parents must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

8) ATTENDANCE & LOSS OF NURSERY PLACE

If attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder. If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Head of School.

If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of 20 school days without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head of School, and a letter explaining the situation will be sent to the parents.

9) TRANSFER FROM NURSERY INTO SCHOOL

All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct LA Admissions Procedure.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.