

# HOO ST WERBURGH PRIMARY SCHOOL AND MARLBOROUGH CENTRE



## NURSERY ADMISSION POLICY

**Chair of Governors:**

**Date:**

**Head of School: Emma Poad**

**Date:**

## Hoo St Werburgh Primary School Nursery Admissions Policy

Hoo St Werburgh Primary School makes provision for pupils from the age of 3 to 11.

Entry into the reception class is via the Local Authority admissions process, details of which are available at the school office. Entry to the school's nursery is at the discretion of the school's governing body.

Admission to the nursery class **does NOT** constitute nor guarantee admission to the schools' reception class. Nor does attendance at the school's nursery give priority of admission to the school.

### Age of admission.

- Entry to nursery is in the term after the child's third birthday. This will usually mean a September, January or April start. However, for pupils older than this admission can be arranged mid-term following a home visit by school staff.
- Children will not be admitted before the age of three years.

### Application process

- Application forms are available from the school office and on the school website.
- Parents/carers will be contacted by nursery staff as the child approaches admission age, to organise a home visit to discuss the child's achievements to date, any health or learning needs and give the parents/child an opportunity to meet the staff in a familiar place as well as arrange a start date.
- Pupils are entitled to either 15 hours or 30 hours a week of nursery provision, dependant upon home circumstances. At Hoo St Werburgh Primary we are able to offer these sessions, across the week, to suit the home situation. This flexibility relies on requested sessions not already being full.

Sessions are currently:

from 8.45am to 11.45am - morning sessions

and 12.15pm to 3.15pm – afternoon sessions

A lunch session from 11.45am to 12.15pm is available at a nominal cost (ask office for details).

### Over-subscription Criteria

- Where there are more applications than available places, the published over-subscription criteria will be used to determine who will be allocated places as follows:
  1. **Priority** will be given first to children who are Looked After / in public care.
  2. **Current family association/sibling** (a brother or sister in the nursery class, or in the primary school, at the time of entry)

3. **Child's health reasons** (for which a medical certificate may be needed)
4. **Nearness of children's homes** (with places offered to those living closest to the school by the shortest available safe walking route)

### **Home address**

It is at the discretion of the Headteacher to determine whether a child cared for by a relative or registered childminder should be admitted on the basis of the carer's home address. However, it must be noted that for admission to the primary school the address used must be the child's normal place of residence. (This could cause children to be moved from the school in the middle of the Foundation Stage if a different address has been used to determine admission to nursery).

### **Appeals Process**

There is no statutory right of appeal against a decision with regard to admission to a nursery class.

Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Headteacher.

### **Transfer to Primary School (Reception class)**

Children commence primary school in the school year in which they attain their 5<sup>th</sup> birthday. All schools offer places in the Reception Class to start in the September of the school year.

A parent may choose to defer their child's start at school, and may remain in a pre-school or day nursery. Please speak with staff regarding the special arrangements for this.

It is not permissible for a child to remain as a Nursery pupil, as children on the roll of a school must be registered with the correct year group.

Consequently, all places in Nursery class will finish at the end of term 6 (July) prior to the start of the Reception year.

### **Advice and guidance**

Schools and parents may contact the early years and childcare service for advice and guidance on any aspect of nursery education – **01634 335566**

**January 2019**