

Rise Park Primary and Nursery School



Nursery Admissions Policy

Admissions Overview

Our school is committed to providing a fair and open admissions system. We manage our own admissions and our aim is to offer places to as many children as possible, whilst ensuring that we maximise our capacity. This enables us to maintain the sustainability of the school and to have an impact on as many children in the community as possible. Children will be offered a place in order of their expression of interest with the exception of children subject to Social Care or other external agency requests, who will be dealt with on a case by case basis. If there are more requests than the number of places available, then the following criteria will apply:

- Children in Care
- Catchment and Siblings in school
- Catchment
- Siblings in school
- Where the child lives, in proximity to the school.

Children will be admitted at the beginning of the term after their third birthday. In the best interests of the child we prefer the child to be in Nursery for a minimum of 2 terms before transitioning into Reception.

Admissions Process

When a prospective family contacts the school to enquire about a place for their child, they will be asked to put their child's name on the waiting list (see Appendix 1 – Application form). The application form can be found in the Admissions section of the school website or a paper copy can be obtained from the school reception. We also welcome visits to look around the Nursery, before your child's name is added to our waiting list. Please telephone the school to arrange a mutually convenient time to visit.

It is the responsibility of the families to ensure the waiting list has their correct details.

The school will advise families how long they are likely to have to wait before a suitable place becomes available.

This information will only be an estimate and will not constitute a binding guarantee from the school.

Children's details will be kept on the waiting list until:

- we are able to offer them a place in Nursery; or
- the family ask us to remove their details; or
- the child reaches statutory school age

When a place becomes available, families will be invited to come to a Stay and play session at the Nursery.

This will consist of:

- an opportunity to look around the learning environment and to meet the Nursery team
- An opportunity for us to get to know your child and their needs

All children will be offered pre-entry visits to their class which will give staff an opportunity to see how the child settles in with the parents still on the premises.

Co-parenting arrangements should be communicated to nursery upon admission.

Where the child resides at more than one address, this should be clearly indicated on the admission form.

In order for us to communicate important information to all parents, we will require the name, telephone number, home address and email address for all parents. The expectation for co-parenting families is for co-parents to communicate with each other regarding decisions about the child. Nursery is under no obligation to facilitate this communication.

If a place is offered and no response is received within two weeks, the place will be offered to another child. If the family subsequently make contact, the child will be re-entered onto the waiting list with the new date of contact as the date of enquiry. This will mean that unfortunately they will return to the bottom of the list.

In the event that we are not able to offer all children a place, we will continue to maintain the waiting list throughout the school year as sometimes places become available e.g. when a child leaves. We will then offer places to the children based on Nottingham City Council School Admissions oversubscription criteria.

Funded places for 3- and 4-year olds

We are currently able to offer both 15 hours per week and 30 hours per week-maintained places to 3 and 4-year-old children, in our 60 place Nursery. The standard offer is 15 hours which can be either be a morning or an afternoon place. Parents who are working 16 hours or more may be eligible for 30 hours free funding . The places are dependent families meeting on Government-set eligibility criteria. Funding for 3 and 4-year-old children starts the term after the child turns 3.

Children will not be able to start Nursery until the eligibility is confirmed and funding begins. You will be contacted the term before your child is three, if places are available. The child's eligibility will be checked at this stage. Arrangements will be made for admission into Nursery and the child will be able to start at the beginning of the following term.

As we are an LA school we follow the LA school admissions code. This means:

- A) A child is entitled to a full-time Reception place in September following their fourth birthday.
- B) The child's parents, in agreement with the school, can defer the date their child is admitted to Reception until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year.
- C) Where the parents wish, children may attend Reception part time until later in the school year but not beyond the point at which they reach compulsory school age.

Where a child due to start Reception in the September of the academic year, even if your school application has been agreed to be deferred by the LA, this means you will not be allowed to attend nursery after the end of the Summer Term following their fourth birthday. This is unless your child has a significant SEND need and / or mobility needs that can only be met within the nursery provision. Information will need to be provided and each case will be considered on it's own merits. The school decision is final, and there is no right of appeal against this.

All funded places

Standard sessions times are 8:45-11:45 OR 12:15-15:15 Monday to Friday. (3 hours per day).

Our fulltime sessions are 8.45-3.15 (6.5 hours per day). Once parents have checked their eligibility, they will need to provide us with an 11-digit code, which will need to be verified before a place will be issued. There is a £2.00 fee per day to cover the additional 30 minutes over lunchtime.

Funded Places- start dates

| Child's birthday | When children will be eligible to start |
|-------------------------------|---|
| 1st January – 31st March | beginning of term on or after 1st April |
| 1st April – 31st August | beginning of term on or after 1st September |
| 1st September – 31st December | beginning of term on or after 1st January |

