

STIFFORD CLAYS PRIMARY SCHOOL



Policy for Nursery Admissions



Headteacher: Mr J Lloyd

Policy Lead: Mrs S Roberts

The nursery at Stifford Clays Primary School admits children aged from 2-4 years old. These children occupy space within a large building consisting of two rooms. The two rooms are Seedlings and Saplings. The environment within Seedlings reflects the prime areas of learning and operates with a higher adult to child ratio of 1:4, as required for children aged 2-3. In Saplings room, resources, displays and activities are planned to promote all seven areas of learning.

Each child has a base room and a key adult within that room. A child's base room is determined by their age and stage of development and this is communicated to parents. A child will change base rooms during their time in the nursery. Although the younger children generally occupy Seedlings room, many children within the nursery's mixed age range integrate between the two rooms and in the outside space, participating in carefully planned activities relevant to their stage of development.

Applying for a nursery place.

- Parents can register their interest in a nursery place by completing a nursery application form available from the school office.
- A copy of the child's birth certificate must accompany the application form.
- The closing date for applications is the 28th February (annually).
- Late applications received after the closing date will be considered after the first offers have been made in accordance with the admissions policy criteria.

Application to the nursery at SCPS is only required once e.g. if a child joins at two years old an additional application is not needed when they become three. As a new academic year begins, children already attending the nursery will be given the opportunity to change their sessions or continue to access their existing sessions.

Once a place is obtained, every effort will be made to provide each child with the maximum number of hours they are eligible for but **cannot be guaranteed**.

If families require sessions in excess of those that they are eligible for, this will be arranged subject to availability.

Seedlings

Stifford Clays Primary School 2-3 year old provision admits children the term following their 2nd birthday within the academic year subject to spaces being available.

Children must access a minimum of two sessions on different days.

Parents will be invoiced for sessions in Autumn 1 on their child's start date. Subsequent invoices for each half term will be sent to parents towards the end of each half term. Children will cease to be invoiced for sessions once they become eligible for universal funding (the term after they turn 3) **but they are not guaranteed full 15 funded hours**. Children will not be admitted until all paperwork has been completed and a signed payment agreement obtained.

Admission of two year olds may be limited within each half term, even when places exist. This is in recognition of the time and attention required to settle new children of this age.

Priority for admissions will be given in the following order;*

1. Children in Public Care
2. Children with siblings already attending SCPS whose normal place of residence is in the catchment area of the school
3. Children within catchment area without siblings
4. Children with siblings whose normal place of residence is outside the catchment area
5. Children whose normal place of residence is outside the catchment area

In the event of two children having equal priority within one of the set criteria, priority will be given with distance from the school providing the final determining factor.

In the event of sessions becoming available mid-term, priority will be given to pupils attending SCPS nursery not accessing their full entitlement of funded hours and in line with our admissions policy.

Saplings

Stifford Clays Primary School 3-4 year old provision admits children the term following their 3rd birthday within the academic year subject to spaces being available.

Children must access either every morning, every afternoon or all week provision.

Priority will be given in the following order:*

1. Children that have attended Seedlings
2. Children in Public Care
3. Children with siblings already attending SCPS whose normal place of residence is in the catchment area of the school
4. Children within catchment area without siblings
5. Children with siblings whose normal place of residence is outside the catchment area
6. Children whose normal place of residence is outside of the catchment area

In the event of two children having equal priority within one of the set criteria, priority will be given:

1. With distance from the school providing the final determining factor
2. Date of application

**Although this list of criteria will be the adopted order by which places are allocated, the school withholds the right to make exception to these guidelines and apply discretion allocating spaces based on circumstances e.g. special needs, family circumstances, 2 year funding*

Parents are expected to participate in the school's settling routines as outlined in the Settling Policy.

In the event of oversubscription, the school will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application.

Any amendments to pupil's sessions must be requested in writing. These must be agreed and will only be implemented at the start of a new term and once any new paperwork has been completed.

Signed:

Headteacher:..... Date:.....

Nursery Lead  Date: Aug 22

Review Date: Aug 23