



Bawdsey CEVC Primary School Nursery Admissions Policy

Person responsible:	Headteacher
Approval Body:	Safeguarding Governor/Headteacher
Date of Approval:	March 2019
Review Date:	March 2020
Approved by: (Signatures)	

1. For 3 and 4 year olds: Our Nursery is able to offer 13 places for 30 hours per week, term time only. Sessions are each morning from 08:45 to 11:45 and afternoons from 12:15 to 03:15, in an early years class consisting of Nursery and reception age children. If spaces are available, we are able to admit children the day after their third birthday.
2. For 2 year olds: Our Nursery is able to offer 4 places for 15 hours per week, term time only. Sessions are for the mornings only from 08:45 to 11:45 this is within the EYFS/ KS1 class. This service will not be available for 2 year olds unless there will be adequate funds with the children wishing to attend to cover the staffing cost implication: either with 3, 2 year olds being allocated places or more 3 years olds that we were not expecting when the budgets were set- which would then offset the cost of the lack of 3, 2 year olds to cover staffing costs. The school will endeavour to inform parents/ carers if their 2 year olds may be admitted by the week after the half term in each school term. 2 year old places also have to be approved by Governors before being allocated.
3. The offer of places for any two, three or four-year-old child will be made as early as possible on a child to child basis, after an application has been received.
4. The offer of places for September will take place in the Summer term, applications will be needed the week before the half term break and the week after the half term break the places will be allocated.
5. The offer of places for January will take place in the Autumn term, applications will be needed the week before the half term break and the week after the half term break the places will be allocated.

6. The offer of places for April will take place in the Spring term, applications will be needed the week before the half term break and the week after the half term break the places will be allocated.
7. Any applications later than this will be looked at on a case-by –case basis and judged according to our admissions criteria and places allocated, if they are still available; or the pupils will be added to a list to be considered for the following term’s places or when a place becomes available within the term of application.
8. We encourage children hoping to attend Reception at Bawdsey CEVCP School to attend Nursery for at least a term beforehand so that they can be prepared for their new school. However, whilst the Nursery numbers are low, children may be admitted at any point during each term and may be given a place as soon as they have their third birthday.
9. We will not permit pupils to continue with any allocated Nursery place at Bawdsey CEVCP School beyond the end of the current school year (July), in which they turn four years old. At this age, although not necessarily of statutory school age, they must apply and be allocated a school place in order to remain in the early years class.
- 10.If applications for Nursery places exceed the number of available places, Bawdsey CEVCP School will apply the following criteria in making allocations in the following order:
 1. Looked after children.
 2. Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
 3. Children with a sibling at the school when the child is due to be admitted. (A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood, or any child – including an adopted child who permanently resides at the same address and for whom the parent/ carer also has parental responsibility.)
 4. Children living within the school’s catchment area.
 5. When filling remaining places mid-term, we use the previous term’s ‘consideration list’ first.
- 11.Any appeals or queries regarding this process should be put in writing to the Headteacher at Bawdsey CEVCP School.

- 12.Applications can be made at any time from birth. A 'consideration list' will be kept by the school of names, addresses, DOB, telephone number and date registered of children interested.
- 13.The consideration list will not operate places on a "first come; first served" basis. The length of time children are on the consideration list will in no way influence the decision about places.
- 14.Parents/ carers will be asked for the child's birth certificate and proof of address.
- 15.Unsuccessful applicants will be considered with the next group of applicants.
- 16.It should be noted that a place in the Nursery does not automatically guarantee a place at Bawdsey CEVCP School and parents/ carers must still go through Suffolk County Council's admissions process for admission to the school.
- 17.Parents/ carers who accept a place will be expected to commit to taking up the place for the rest of the academic year. Should they wish to use some of their funded 15 hours elsewhere, this may be done with the agreement of the Headteacher, but we would encourage the child to still attend each morning session at Bawdsey.
- 18.When parents / carers take up a Nursery place they will be expected to book the Nursery sessions they want their child to attend each week, so the provision can be planned effectively for their children. If a child is not going to attend any session for any reason the parent/ carer will be expected to let the school know, so provision can be amended as needed for that day. If a parent/ carer wishes to permanently change their booked Nursery sessions, they will need to discuss this with the Nursery staff first to see if the change can be accommodated within the Nursery.
- 19.If attendance and punctuality is poor or erratic the Nursery practitioner will talk to parents/ carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder. If after a period of two weeks, attendance and punctuality remain poor, a letter could be sent to the parents/ carers inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance or punctuality within an agreed period, then the child may lose their place. Parents/ carers will be notified of the loss of

the place- if there are children on the waiting list. The notification will be made in writing.

- 20.If a child is absent for a period of three weeks with no mitigating circumstances, such as illness certified by a doctor, the child may lose their place and it may be offered to someone else- if there are children on the waiting list. This will be decided by the Headteacher, and a letter explaining the situation will be sent to parents/ carers.
- 21.The provision of additional non-government, school funded hours will be decided on a yearly basis from April each year. Additional hours to be funded by parents/ carers will also be decided on yearly from April. Please refer to the school website/school office for details of current prices.
- 22.The school reserves the right to refuse or remove the offer of additional hours paid by parents/ carers, or given as school funded hours to children above their 'free universal entitlement hours', if it would prevent a child from joining the setting with their free entitlement.