

Fell Dyke Community Primary School

NURSERY ADMISSIONS POLICY

AIMS

At Fell Dyke Community Primary School, we aim to establish a positive partnership with families, which will enable each child to settle into school quickly and happily. This policy sets out the admission criteria and application process for the admission of 3 and 4 year olds to the Nursery at Fell Dyke Community Primary School.

We aim for staff and families to understand and support our admissions procedures to enable children to have a happy, relaxed and secure introduction to our school.

OBJECTIVES

- ☒ To set out clear procedures to inform parents and carers of the admissions process
- ☒ For the school to be well-prepared to admit children school
- ☒ To set out clear and proper provision for the first days in school for each child
- ☒ For all parents and carers to have a clear understanding of the schools ethos and expectations and to acknowledge that they have a vital role to play in school life.
- ☒ To establish a partnership with families which will enable children to settle into school quickly and happily
- ☒ To ensure that careful assessment of children's abilities, stage of development and progress is made on entry to school and to identify at an early stage any Additional Educational Needs

EQUAL OPPORTUNITIES

We are committed to providing effective learning opportunities for all pupils and apply the three principles for inclusion to planning and teaching. Suitable learning challenges will be set for all pupils with the aim of maximising achievement for all pupils at an appropriate level for each individual. Teachers will respond appropriately to pupils' diverse learning needs and be aware of the needs of differing genders, special educational needs, disability, as well as different cultural, social and ethnic backgrounds. We are committed to the principle of equality of opportunity and this will be reflected in the curriculum offered to pupils and in the conduct of staff and pupils.

IMPLEMENTATION

This policy sets out the admission criteria and application process for the admission of 3 & 4 year olds.

Admissions into the Nursery are dealt with directly by the school.

A child can be admitted into the Nursery class within a couple of weeks after their third birthday and after a home visit has taken place.

The Nursery operates during term time only and offers following places (subject to availability):

- **15 hours per week** free early education. This is taken as 15 hours each week for 38 weeks of the year. Children attend either the morning or afternoon nursery class, for five sessions per week (1 each day); part week places are not available.

There are additional sessions available for parents to purchase to extend the morning and/or afternoon session (subject to availability)

15 hours per week	Monday – Friday (Free)	Additional sessions (Paid)	Cost per day
MORNING	8.45am to 11.45pm	11.45am – 3.30pm	£10
AFTERNOON	12.30pm to 3.30pm	8.45am – 12.30pm	£10

- **30 hours per week** free early education for working parents of 3 & 4 year olds entitled to an additional 15 hours a week free early education from Sept 2017 (proof of entitlement required). This is taken as 30 hours each week during term time.

30 hours per week (Free)	
Monday- Friday	8.45am to 3.30pm

Parents and carers can book additional hours, over and above their 15 or 30 hour per week entitlement, on a half- termly basis. Fees are payable a half term in advance at a rate agreed by the governing body.

Children remaining in school over lunchtime must be provided with a packed lunch.

ADMISSION CRITERIA

Children will only be admitted for their entire 15 or 30 hour free childcare entitlement. It is not possible to split the entitlement between our Nursery and another Nursery. Consistent attendance on a regular basis is expected for all children.

All applications will be considered fairly irrespective of child's gender, race or disability. If there are more applications than the number of places available then children will be admitted based on the following criteria:

1. Children who are currently attending the Nursery
2. Children who have a sibling attending the school or Nursery and who will continue to attend on the date of admission
3. Looked After Children
4. Children with strong educational, medical, or social reason to attend the Nursery
5. In the event of oversubscription priority will be given to families who live closest to the Nursery, based on the permanent residential address of the parent/carer with parental responsibility at the time of application.

ADMISSIONS PROCEDURE

INITIAL ENQUIRY – WAITING LIST

Parents/carers can apply for either 15 or 30 free childcare entitlement. For 15 hour entitlement children will be given either the morning or afternoon session. For 30 hour entitlement parents must provide proof of entitlement.

All Nursery applications must be supported with the following documents:

- Proof of child's date of birth (i.e. passport, birth certificate),
- Proof of parent/carer's address (i.e. recent utility bill),
- Proof of entitlement to 30 hours free Nursery childcare at the time of child's entry to Nursery - where applicable.

BOOKING A TOUR

Parents expressing an interest in sending their children to the school will be given an opportunity to visit the school. This initial visit will be conducted by the Head Teacher or a member of Senior Leadership Team. During this visit, there will be an opportunity to:

- ☑ Walk around the main areas of the school and visit some classes
- ☑ Discuss the curriculum organization, Equal Opportunities, Special Educational Needs and Behaviour policy
- ☑ Receive information about the admissions procedure
- ☑ Discuss any particular issues relating to their child
- ☑ To complete a registration form

PRE-ADMISSION MEETING/ HOME VISIT

This is an opportunity for parents/carers to meet child's teacher and the staff who will be working with them. Parents/carers will be able to discuss any issues or concerns they may have, complete medical care plans (where relevant) and submit any other relevant documents.

Children will NOT be allowed to start school until parents have attended a pre-admission meeting.

Parents and Carers who are unable to attend the meeting should let the school know and will be contacted individually to arrange a pre-admission meeting.

RRSA

At Fell Dyke Community Primary school, we are committed to promoting a rights respecting ethos based on the Convention on the Rights of the Child in all aspects of school life and the best interests of the child is at the heart of our policy and practice. The articles set out in the CRC are known to all children and adults in the school and we encourage rights respecting language and behaviour at all times. The children are taught that we all have rights and responsibilities, in our school community, locally and globally and the difference between wants and needs. We recognise that children have the right to say what they think about matters affecting them and to have their views taken seriously and we encourage them to play an active role in their own learning and to speak out and act for the rights of all to be respected locally and globally.

Induction

The induction process at Fell Dyke is planned with your child's needs in mind and encourages children to gain confidence and feel happy in their new learning environment. The most important part of the induction is that your child feels comfortable and relaxed allowing them to experience the interesting and exciting surroundings that we can offer.

The induction process is organised in the following way:

Home Visits

The visit will involve 2 members of the Early Years team calling at your home to meet with you and your child. This will be at a date and time that you are happy with. This is a very informal meeting and allows us to collect any information you would like to share about how your child likes to learn, what they enjoy and what interests them. You will also have the opportunity to ask questions or raise any concerns about your child starting nursery. This will usually last no more than twenty minutes.

Handbook and Nursery Booklet

We ask that you complete the Nursery booklet with your child and return it to us on the day of their visits. This will provide information about your child and your preferences and also form the basis of our Nursery Profile.

Starting Nursery

Children can start our nursery as soon as they are three. When children start the nursery they start in small groups. This helps your child to settle in and build relationships with staff and children. They will be allocated a Key Worker group and they will be supported to establish routines. You will be able to accompany your child on the first session in Nursery so that they feel comfortable and it allows them to transition into Nursery in a calm and supportive atmosphere.

Nursery Hours

AM Nursery (Yellow) - 8.45am -11.45am PM Nursery (Lilac) - 12.30pm-3.30pm

Admission to the Nursery does not automatically guarantee the child a reception class place at Fell Dyke Community Primary School.