

# KENILWORTH NURSERY SCHOOL

## ADMISSIONS POLICY FOR NURSERY SCHOOL PLACES (3-4 YEAR OLDS) 2019

As a Local Authority Nursery School, our admission procedures reflect the ethos of the provision of high quality education and care, taking into consideration our commitment to our local community. Criteria for entry reflects Warwickshire County Council Admissions Policy for Nursery Schools.

- We admit children in the term after their third birthday. There are up to 80 places for children (up to 40 in the morning and up to 40 in the afternoon), this can vary with the addition of 30 hour spaces, all spaces are term time only.
- We admit children for 15 hours per week (in line with their free entitlement), which equates to four sessions of 2.5 hours (am: 9:00 -11:30 or pm: 12:30 -3:00) and one extended session of 5 hours (9:00am until 2:00pm). Wherever practical and possible to do so we will accommodate parental preference but cannot guarantee to do so. Session preferences are offered first to those who live nearest by travelling distance to school and or fulfil the WCC admission criteria consideration list. Decisions that relate to admission may be based upon confidential information that is personal to the child or family.
- In addition, in line with the new Government offer for working parents, from September 2017 onwards, the School will offer a limited number of 30 hour spaces which will run from 9:00am -3:00pm across 5 days, term time only(subject to national funding provision).
- In any year the split between 15 hour and 30 hour places should be balanced and not exceed 50% to ensure fair access, however the Governors reserve the right to ensure the School is sustainable and viable and may make in year adjustments if community needs arise.
- The School is funded termly for the hours Parents have agreed, if a child does not attend for a pattern of absences the School maybe asked to return funding and in those circumstances the Parent may experience a charge for sessions allocated but not attended which would be applied at our usual hourly rate of £6:00..
- You must apply to the school, using our application form, which can be obtained in person, by telephone or by e-mail request to the school office.
- Application lists are temporarily closed for a week on the third Friday of each new term (January, April, September) to allow admission offers to be made.
- Application for a place will be considered using the criteria below. We will endeavour to notify you two terms before your child becomes eligible for entry whether a place is available and will make a provisional offer at that point.
- Parents and carers must complete and return the acceptance proforma within **2 weeks** of receiving the offer of a place otherwise the school will assume the place is no longer required.

### Admission Criteria.

The school does not have a catchment area. If there are more applications than there are places, we will offer places in the following way:-

1. Children with a statement of special educational needs or an Education, Health and Care Plan that names the nursery School.
2. Looked after children (children provided with accommodation under the Children Act 1989 Section 22).
3. A child with a Child Protection plan in place.
4. A 'vulnerable child' who has been supported with a Common Assessment Framework (CAF) or identified as a 'child in need' by the Social Care team.

5. A child known by the local authority to have additional educational needs where evidence from relevant professional(s) can demonstrate to the governing body that a nursery school place will benefit the child's educational development rather than any other provider.
6. A child with a serious ongoing medical condition as deemed in need of admission by a medical practitioner, social worker or partner professional.
7. A child who has accessed 2help provision within the School's Nurture Nursery.
8. Children living within the local area who have the shortest walking distance between home and school.
9. Children living the shortest travelling distance between home and school outside the local area, within Warwickshire, who currently attend Nurture Nursery.

Should vacancies be available after the start of the relevant term and there are more children eligible than places the same above criteria will be used to determine order of offer, should places still be available then the following can be applied:-

10. Children living the shortest travelling distance between home and school, outside Warwickshire, and who currently attend Nurture Nursery.
11. Children living the shortest travelling distance between home and school, outside Warwickshire.
12. Children of a younger age group firstly in order of birth date (children living in Warwickshire only). The term 'children of a younger age group' applies to children reaching the age of 3 after the September start date who may be considered for a **paid** Early Entry space.
13. Children who become three within the Autumn term prior to January admission, will be considered in accordance with our January Intake Admissions Policy that uses the same criteria in event of over subscription.

Note:

- The criteria are applied to the child's address and not to the address of relatives and childminders. If a place is offered on the basis of an address which is subsequently found to be different from the child's normal home address, that offer is likely to be withdrawn.
- Where a child lives with two parents at separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time at each address then the parents will need to nominate which of the two addresses they wish to be the child's main address for admission purposes.
- Twins or multiple births: where the final place in a year group is offered to one of twins or multiple births it is normally our policy to admit the others of the multiple births too. However, this will depend upon the capacity limits of the nursery. Where it is not possible to admit all the multiple births the parents will be informed of the number of places which can be offered and they will nominate which children (if any) will take up the place/s.
- The relevant support agencies are: Family's Social Worker, Health Visitor, General Practitioner, Family Support Worker, or Lead Professional for the family. One or more relevant support agency will need to provide written evidence explaining why admission to the particular facility is crucial to the child. In most cases more than one agency will consider a referral through the common assessment framework (CAF) which should make clear why admission to the particular facility is crucial to the child.
- Applications for morning or afternoon places will not be taken into account in the offer of places. However, children with the highest priorities will be allocated to the preferred session, if requested.
- If a place is offered to a family using the address on the application form, but who have subsequently moved, the place may be withdrawn dependant upon the new

address. In some instances parents will be asked to provide proof of residence, especially in the instance of a proposed house move.

### **Other Information**

Where all factors have been considered and distances are equal the measurements for final decision will be made by WCC admission team.

This Policy has been ratified by the Governing Body March 2019, it takes into account the changes and finalisation of the WCC admission policy for Nursery Schools that is applied to the 6 WCC maintained Nursery Schools across the County.

For more information, to arrange a visit to the school or to apply for a place for your child, you are welcome to contact the Headteacher, Rachel Gillett on 01926 853394.