

Scartho Nursery School

Admissions Policy

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Statement of intent

Scartho Nursery School is a Local Authority Maintained Nursery School and is part of the Federation with Western Primary School. Our admission limit is 65 F.T.E.

We cater for children in Foundation1 but may also have some children in Foundation 2 who have deferred entry into mainstream schools.

Children can start with us the term after their third birthday when they are entitled to 15 hours of care and education free each week term only. The entitlement can be taken flexibly in various combinations of full and part days, depending upon places available. Some children can also access 30 hours flexible provision.

Our admissions policy is one of equal opportunity for all children, regardless of gender, race, religious background or ability. Applications for Nursery places are received from all areas if North East Lincolnshire and are filed in birth order.

There is no specific feeder school linked to Scartho Nursery School. Parents receive a pack form the Local authority advising them on admission arrangements to Infant / Primary / Junior Schools and Academies when their child is in the academic year before starting mainstream school.

Signed by:

Kim Leach

Headteacher

Date: January 2020

Craig Sharpe

Chair of governors

Date: January 2020

1,1 This policy is intended to be used in conjunction with the following school policies:

- Early Years Policy
- Early Years Charging Policy
- Early Years Special Educational Needs and Disabilities (SEND) Policy
- Early Years Teaching and Learning Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Drug and Alcohol Policy
- Whole-School Food Policy
- Equal Opportunities Policy
- Administering Medication Policy
- Health and Safety Policy
- Data Protection Policy
- Photography Policy
- Complaints Procedures Policy

Criteria for Admissions

There are three intakes each year as children can access their free flexible nursery place in the term after their third birthday, according to availability of places.

2.1 Children can join at the following times:

- Children born 1st September – 31st December are eligible to join us in the Spring term;
- Children born 1st January – last day of the Easter holidays are eligible to join us in the summer Term;
- Children born first day of the summer term – 31st August are eligible to join us in the Autumn Term.

(Easter holidays and the start of the summer Term dates are those published annually by North East Lincolnshire for the school term dates.)

2.2 All applications are considered in date of birth order; however when there are more children requesting places than there are places available we use the following criteria:

- a) Children with known special needs will be given priority, if such a placement is considered beneficial and providing the placement would not be detrimental to the other children in the school;

- b) Children with siblings in the nursery already;
- c) Children who live in the immediate locality;
- d) Children from areas with no Nursery provision;
- e) Any other children

2.3 Additional Provision

Additional places are available if required and available. These can be paid for.

There is also a preschool and after school care provided should parents require. This does need to be prebooked and can be taken as part of the 30 hours entitlement.(See Charging Policy)

3.1 Admissions Procedure

1. Parents should complete an application form which is then filed in date of birth order;
2. Early in the term before the child is due to start parents are contacted asking if they would still like the place and which sessions they would prefer;
3. Places are allocated according to preference as far as is possible
4. Before half term parents are contacted again confirming session times, home visits and starting dates and any costs involved. They are also invited to bring their child to visit the school and come to the Parents and Toddler Group;
5. Home visits take place and a welcome pack is given to the parents at the intake meeting;
6. On their first day at the nursery school, the child stays for one hour with their parent;
7. On the second day the child stays for two hours - parents can leave;
8. On the third day onwards session times are as normal.
9. Parents are welcome to stay longer with their child if necessary;

We have an open door policy for follow up information regarding progress and all parents are invited once a term to an official parent's evening to discuss how their child is progressing.

4. Information and records

4.1

Information is stored in line with the GDPR and the Data Protection Act 2018, and with regard to the school's Data Protection Policy.

The following information is recorded for each child:

- The child's name and date of birth

- The name and address of every parent or carer who is known to the school, and which parent or carer the child normally lives with
- The emergency contact details of the child's parent or carer

The following information about the school is recorded:

- The school's name, address and telephone number
- The school's certificate of registration
- The name, address and telephone number of anyone who will regularly be in unsupervised contact with the children
- A daily record of the names of the children being cared for in the school, their hours of attendance, and the names of each child's key person

Monitoring and review

This policy is reviewed annually by the Governing Body and the Executive head teacher and Head of School.

Any changes made to this policy will be communicated to all members of staff.

The next scheduled review date for this policy is **January 2021**