



Wallace Road Nursery School Admissions Policy

Wallace Road Nursery School uses guidance from the Early Years County Provider Guide to Free Entitlement where appropriate for admission of pupils.

Prospective parents can make an appointment to look around and talk to staff before they complete admission forms.

Number of places

Wallace Road can offer 39 morning and 39 afternoon free entitlement and 30 hour places for 3 and 4 year olds. There are 18 places for 'lunches' which are offered in conjunction with the 30 hours places. There is no requirement to accept the lunch place to claim the 30 hours funding. On occasions, subject to staffing and floor area ratios the Head Teacher and governing body may accept more than the 39 places.

Wallace Road can offer 24 places for 2 year olds; 12 places in the morning and 12 places in the afternoon. There is no facility for 2 year old children to attend lunches. The nursery is unable to offer morning and afternoon sessions to 2 year olds as there are no sleeping facilities.

Registration

1. A waiting list is kept by the school and any parent/guardian may register a child's name.
2. Names can be registered from birth.
3. A registration form needs to be completed when applying for a place; registration forms are dated as they are submitted and a receipt by letter or email is issued to parents.
4. A separate 30 hour application form needs to be completed if applying for a 30 hour place, both for new applications and current children applying to increase hours. These are dated as they are submitted. There must be an eligible 30 hours funding code on the form to be considered for a place or placed on the waiting list
5. Parents may state a preference for the free entitlement morning (8.45-11.45) or afternoon (12.30-3.30) session times; these are offered subject to availability
6. Parents may also state a preference for the 30 hours sessions or paid full time sessions which fit around the free entitlement sessions. The nursery will decide which sessions are funded by the free entitlement and which are paid or 30 hours funded for children who access extra sessions.
7. Wallace Road Nursery School has no catchment area. Places are allocated in order of application except in the case of a specific priority admission (see Priority Admissions)

Admissions

1. The school operates 3 formal intakes a year; September, January and April. There is also the possibility to start late after 'headcount day' during the term subject to availability, but the home visit and settling in procedure will be different.
2. Children qualify for the free entitlement for 3 and 4 year olds the term after their third birthday. We offer either 5 morning sessions or 5 afternoon sessions, each of 3 hours, totalling 15 hours a week, 38 weeks per year, subject to availability.
3. Children can qualify for the 2 year old funding the term after their second birthday. For fully funded 2 year old sessions, we offer either five 3-hour morning or afternoon sessions totalling 15 hours a week, 38 weeks per year, subject to availability.

4. Children accessing the 2 year old unit who are paying for childcare can start after their second birthday, subject to availability. A minimum of 2 consecutive sessions is required. These are offered in conjunction with the charging and remissions policy.
5. Children currently on roll in WR 2 who turn 3 in the 2 year old unit will be moved to WR 3/4 before admitting new starters as per the transition policy.
6. Where a place becomes available for a session and there is a waiting list for the place, priority will be awarded to parents on roll who have applied for the 30 hours funding, before those who want to swap sessions, subject to availability of both sessions.
7. **We encourage regular attendance. A child attending regularly is very important for their development and wellbeing. Research shows it is the regularity of attendance rather than the amount of attendance that has the biggest impact on children's learning. The place is offered as per the free entitlement and 2 year old funding parental declaration and in conjunction with the attendance policy.**

**** Should parents choose to remove their child from WR 2 but wish for the child to have a place in WR 3/4, their application will be stamped with the date the child left WR 2 and be put on the waiting list and processed as a new application.***

Funding

1. Payment for the funded sessions will be met by the free entitlement for 3 and 4 year olds. Payment for the funded extended hours will be met by the 30 hours funding where eligible. Additional sessions or lunch clubs will be paid by the parents.
2. Payment for 2 year old sessions will either be funded by the 2 year old funding or paid for by parents
3. In certain circumstances the Headteacher may offer discretionary top up sessions or a full time place based on needs of the child. This would be discussed with parent/carers with clear guidelines for why extra sessions are deemed necessary and a clear timescale will be discussed. Please see (charging and remissions policy for further details)
4. In some cases it may be appropriate for a child to remain in Nursery for a further period. Such cases are discussed and agreed between the parents, Head of the Nursery School, Primary School and Area Education Officer. LEA permission is also required for this. Please refer to the www.northamptonshire.gov.uk admissions pages for guidelines and deadlines.

Priority Admissions

Children already on roll in WR

Children who are already attending WR will have their requests processed first. (See the transition policy for 2YO children). Applications to change a session are dealt with in request date order and following the priority list below (parents must complete the request to change a session form to be placed on the waiting list):

1. Vulnerable Children/CLA/Adopted from care (If more than one for a place, HT to assess)
2. SEN
3. Sibling link – both siblings must be on roll
4. WR34 children attending part time sessions and become eligible for the 30 hour sessions
5. WR2 children attending part time sessions due to move to WR34 in the next term and require a 30 hour place

For new applications, they will be processed in application receipt date order following the priority admissions list below:

1. Children who are looked after/ Children adopted from care – Children who are looked after by the LA must have a referral from an official agency to be considered for a priority admission. Children who have been adopted must provide proof of adoption from care.
2. Vulnerable children (Early Help Assessment, Child protection, Children in need, children in care)

3. Special educational needs - referrals have to be admitted by an official agency (e.g. doctor, health visitor, social worker etc.)
4. Sibling Link – Older siblings must be currently on roll and attending nursery to be considered for this priority admission
5. Children who have applied for the 30 hour funded place and have completed the application form with an eligible code. Priority is given to those who request the full 30 hours.

Induction

1. Parents are informed of the place available during the previous school term. Other places are offered as they become available.
2. A time is arranged for parents and children to visit the Nursery to familiarise the family with staff and routine.
3. An appointment is arranged for the key worker member of staff who will be responsible for settling the child to visit the family at home. We consider this to be very important when the child is in familiar surroundings and queries and anxieties can be discussed in privacy.
4. Admission is staggered at the beginning of each term. Staff use their professional judgement when requesting that carers leave for short periods of time gradually building up to the child staying for the whole session on their own. Each child is an individual and if necessary an individual programme for settling will be discussed.
5. Once a place has been offered formally by letter for a new starter, they will be considered 'on roll'.

Eligibility for the Free Entitlement/2 year old funding/Extended Hours

You can only claim 570 a year 'Free entitlement for 3-4 year olds' or '2 year old funding'. There is no cost for a child using the 570 hours. Charges may be made for other provision that is not part of the free entitlement. **If you have accessed any of your free 570 hours at another setting, it is a condition of the place that you inform the nursery school. To be read in conjunction with the parental declaration.**

A child born between:	Will be eligible to access the Free Entitlement/2 year old funding or extended hours from:
1 st April to 31 st August (inclusive)	The start of the Autumn funding period following their 3 rd (or 2 nd for 2YO funding) birthday until statutory school age.
1 st September to 31 st December (inclusive)	The start of the Spring funding period following their 3 rd (or 2 nd for 2YO funding) birthday until statutory school age.
1 st January to 31 st March (inclusive)	The start of the Summer funding period following their 3 rd (or 2 nd for 2YO funding) birthday until statutory school age.

1. When the child starts nursery, copies will be taken of birth certificate/passport and proof of address which will be held on file for 2 years as per the early years parental contract
2. The offer of the funded place is subject to the correct completion of the free entitlement funding form and supporting documentation

Eligibility for the 30 hours

To check eligibility please refer to the Northamptonshire.gov.uk Early Years page

You can only claim another 570 a year extended hours to make a total of 1140 a year. There is no cost for a child using the extended hours and there is no requirement to use the whole 30 hours. Sessions are 3 hours so attendance for the extended hours must be for each full session. Charges may be made for other provision that is not part of the free entitlement*. **If you have accessed any of your free and extended hours at another setting, it is a condition of the place that you inform the nursery school.**

***Lunches**

1. There are 18 lunch places available for children accessing the 30 hours
2. Places are allocated and offered at the same time as the extended hours sessions
3. Lunch places are not part of the free entitlement or extended hours so if you do not require a place with the extended sessions please let the nursery know
4. Lunch places provide staff cover only and parents are required to provide food for their child

To be read in conjunction with the charging and remissions policy for withdrawal of place due to non-payment of lunches

Withdrawing an offer

1. Offer letters sent to parents in the term before the start date require parents to contact the nursery to accept the place. The nursery will attempt to contact parents twice to chase the acknowledgement but if the nursery has not had confirmation 3 weeks before the end of term, the place will be offered to another child on the waiting list.
2. If you do not take up the place offered to you within one week of the specified start date and no contact has been made with school, the offer of a place will be withdrawn. You will be notified by letter of the withdrawn place. Should a different start date be required there is an expectation that school will be contacted.
3. Places are expected to be utilised fully and if a child is **absent the school must be notified**. In cases of frequent or prolonged absence the Head teacher or Bursar will contact the family. If the place cannot be utilised fully it will be withdrawn and re-allocated to a child on the waiting list. See the attendance policy for clarification for attendance management procedure.

Appeals

1. You have the right to appeal if you have been refused admission to our school. Firstly you will need to have a conversation with the Head teacher and chair of governors.
2. If you need to take the matter further please contact the Northamptonshire County Council Early Years and Childcare service who are the body accountable for the 'Free Entitlement' and '2 year old funding'

Transfer between settings

1. Where a space is available and staffing remains the same, children who qualify for a place can transfer from another setting after the count day and before the start of the new funding block subject to availability.
2. It is a requirement of the offer that if previously attending a setting in Northamptonshire, parents inform Wallace Road Nursery School where their child previously attended and will provide a copy of the funding form completed from the previous nursery
3. Children transferring from outside the county and who qualify for the place can start after the count day and before the start of the new funding block without providing a copy of the funding form subject to availability.

To be read in conjunction with:

Charging and Remissions Policy

Free Entitlement parental declaration

Attendance Policy

Safeguarding Policy

Transition Policy

Updated December 2017

Adopted by FGB.....

Signed.....

Chair of governors Name.....

Date.....