

Pensby Primary School



Nursery Admissions Policy

Governors Nursery Admissions Committee

2014/July 2015

May 2011

September 2012/July 2013 / July

Policy Statement

The Governing Body has adopted the Local Authority's Nursery Admissions Policy. This can be found in the Primary School Admission booklet (download from Wirral Website).

If there are enough places available, we will offer your child a place in the school
If there are not enough places available for those who have applied, the Governing Body will decide which children to accept in line with the following guidelines:

FOUR YEAR OLDS

- Priority will be given to those children who become four in the academic year.
- If there are more of those children than there are places available, they will then give priority to children with particular medical reason for going to the school.
- If there are still too many children eligible for the school, the Governing Body will reject the applications from parents who live in the catchment area of another school with a nursery class.
- If there are still not enough places available, they will offer the places to the children who live nearest to the school (measured by the shortest available walking route).
- If there are any places left, we will offer them to children living in the catchment area of another school, who live nearest to the school.

THREE YEAR OLDS

If there are places left after the four year olds have been allocated places, the Governing Body will offer a place to the children who become three during the academic year based on the following guidelines

- Children with special educational needs which have been identified through statutory assessment.
- Children who parents receive income support and other specific allowances.
- Children whose birthday falls between 1st September and 31st December.
- Children whose birthday falls between 1st January and 31st March.
- Children whose birthday falls between 1st April and 31st August.

If the priorities have to be decided within any category, the governing body will always give priority to the children who live nearest.

In addition to the adopted policy the Governing Body has instructed the following guidelines within the school:

- When a child turns three, so long as a place has been offered by the school, they can be admitted to Nursery immediately.
- Once a child has been offered a place in nursery, we expect them to retain that place up until the time they move to their chosen primary school reception class. In the rare situations when this may not be possible (eg when seeking to move from afternoon to morning session) the Governing Body will abide by the Local Authority guidelines and criteria.
- When the school receives an application for a place in Nursery, written confirmation will be sent/given to the family within 14 days.
- Applications will be confirmed in writing (Appendix 1) and then will be paced on file. As the child approaches the age of 3, the Headteacher will consider that application and apply the criteria. If a place is available a written offer a place will be sent to the family (appendix 2).
- Any offer of a place will only be secured when the school receives the signed confirmation slip from the family (appendix 2).
- The offer letter details the expectations of the nursery staff and Governors.
- Families are asked via the Nursery Application form, to indicate their preferences for sessions e.g. mornings, afternoons, split weeks. The school will do all it can to meet these preferences so long as there are places available.

The website link for Wirral Nursery Admissions is:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions>

Nursery Application Acknowledgment

To the parent/carer of _____

I acknowledge the receipt of your Nursery Application form for your child/ren. The application was received on _____.

When your child approaches their third birthday, I will contact you again to let you know if there is a place available.

If you wish to discuss the application further, please contact me via the school office,

Yours Faithfully,

Mrs. K Brown
Headteacher

Nursery Application Acknowledgment(school copy)

To the parent/carer of _____

Acknowledgement of application sent / given on _____ by _____

Nursery Application Outcome

To the parent/carer of

I am pleased to inform you that your child has been offered a place in the Nursery. Your child has been offered the following sessions:

e.g. 5 x mornings - 8.45am to 11.45am - start date Tuesday 6th September

You are now required to indicate if you wish to accept this place by completing the slip at the end of this letter and returning it to school. In accepting a place you are agreeing to:

- Bring your child to Nursery no earlier than 8.45am
- Collect your child no later than 11.45am
- Support the school and nursery by ensuring your child behaves well to our expectations
- Ensure that any money sent into school is in a clearly labelled envelope
- Ensure your child attends nursery regularly
- Ensure that if your child is eating lunch at school, they have a healthy lunchbox as advised by the nursery staff

Please return the slip below to the school office as soon as possible to secure your child's place,

Yours Faithfully,



Mrs. K Brown
Headteacher

Nursery Application Outcome

I accept / do not accept the offered place for my child _____.

I agree to support the school staff by following the guidelines laid down in this offer letter.

Signed _____ date _____