

# Pensby Primary School



## Nursery Admissions Policy

Governors Nursery Admissions Committee

May 2011/ September 2012/July 2013 / July 2014/July 2015/May 2017/July 2017/November 2018 /  
November 2019/Sept 2020/March 2021

## **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).*

Pensby Primary School Nursery offers places of 15 hours (universal entitlement) and 30 hours per week (extended entitlement) to eligible families. Nursery can accommodate 32 pupils within each session. 30 hour sessions will be only be allocated when HMRC confirm the application.

Please note that due to the changes in extended entitlement, this policy is subject to further updates.

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:

- Priority will be given to those children who become four in the academic year and in the term of application, admitted in date of birth order, and live in the catchment area. Priority is also given to those children who have an ECHP in place at the time of application.
- If there are more of those children than there are places available, priority will be given to children with any particular medical or SEND need that has been recognised by an appropriate professional.
- If there are any places left, we will offer them to children living outside the catchment area.

Dates of entry into the Nursery setting are set each term by the Nursery Manager. There will usually be one main start date per term, but if demand and places allow additional start dates may be set up on approval by the Governing Body. In exceptional circumstances, e.g a child moving into the area, if places are available and the Governing Body approves the application, an additional start date may be agreed.

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:*

- Families will be asked to indicate their preference of sessions on their application form, within the 15 or 30 hours. It may not be possible to meet all requests. The school will offer alternatives if it can.
- Once a family and the school have agreed allocated sessions, it is expected that there will be no changes. However, parental changes to session times may be accommodated only in exceptional circumstances and if places are available. Families must request a change in writing to the Headteacher, explaining the exceptional circumstances. The final decision of a change of session will be taken to the Governing Body for approval by the Headteacher. A decision on the requested change will be made within 14 school days.
- 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 placed 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.

### **NURSERY PUPIL NUMBERS**

After assessment of the floor area and personal care facilities, the governors have approved a maximum 32 pupils per Nursery session. This is to be reviewed as and when required. When Nursery numbers are anticipated to rise above 28, the GB will be consulted and discussion held on the cohort needs and a decision will be determined if it is appropriate to meet the maximum Nursery numbers.

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 6<sup>th</sup> 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:

- Adhere to the start and end times of each Nursery session, being prompt.
- Support the school and nursery by ensuring your child behaves well and to our expectations
- Ensure your child attends nursery .
- 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

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## **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 \_\_\_\_\_