



# Nursery and Preschool Admissions Policy

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**Chair of governors:** Kristian Marshall

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At Ringway Primary Nursery and Preschool, we believe that education is a key factor in transforming the lives of children so that they can be whatever they choose to be. We believe in nurturing children so that they thrive in school and as a result are ready to learn and progress towards their goals in the future.

We believe that all pupils are entitled to an engaging and enriching curriculum, which should be accessible to them, enjoyed by them, and which results in them knowing and remembering more.

### **Pre-School**

Pre-school can admit 2-year olds the term after their second birthday and are able to admit up to 8 children per session. The session runs from 8.45am – 11.45am Monday to Friday during term time.

Families must commit to two sessions as a minimum. This is to help the children settle and become more familiar with the setting and staff.

Some 2-year-old children will be eligible for funded places and some will be admitted to fee paying places.

### **Nursery**

Nursery can admit 3-year olds the term after their third birthday. They can admit up to 30 children into the school nursery per session. The session runs from 8.45am until 11.45am.

All 3-year-old children are eligible for 15 hours a week free learning and so would be able to attend up to 15 hours per week in daily sessions of three hours. Some Three-year olds may be eligible for up to 30 hours free early learning per week if both parents are working or they are in a single parent family where that parent works. Pupils eligible for 30 hours free early learning will be able to attend up to 30 hours per week in daily sessions of six hours. Those who are not eligible, can pay privately for the extra session per day.

We will guarantee all children 3 terms in nursery. In the event our nursery is under subscribed some older children could have up to 5 terms in nursery, depending on their date of birth. Children usually start nursery at the start of the Autumn, Spring or Summer term following their third birthday.

### **Eligibility**

Further information on eligibility for 15 or 30 hours free early learning is available on the Northumberland County Council website via the following link:

[www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education](http://www.northumberland.gov.uk/Children/Family/Childcare/Early-years-education) and on the Government website at [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

Further information on how to access alternative funding towards childcare places can also be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Payment Procedures**

For any private places, charges will be raised via ParentPay each Monday and payments must be received by the Thursday of each week. If your account goes into arrears by two

weeks of your timetabled sessions, your child's place will be withdrawn until your account balance is settled.

### **Lunch**

Pupils taking up 30 hours funded places will have lunch with Ringway Primary School. Parents can purchase lunch at a cost of £2.30 per day or provide their child with a packed lunch. A child does not have to have a hot school lunch to be eligible for a 30 hours place.

### **Eligibility Codes**

We would like to make clear that parents eligible for 30 hours MUST reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

### **Admissions Criteria**

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements.
- Children who have siblings within our school.
- When the application is received (extra weight is given to those who have been on the waiting list the longest).
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

### **Waiting List**

In cases when an application for a place in school has to be refused the child's name will be placed on the waiting list. If a place subsequently becomes available, the school's waiting list will be examined and priority given to applicants in keeping with the criteria shown above.

### **Procedures**

Application forms are available upon request from the main school office.

Parents wishing to register their child for admission to Nursery should complete the application form and return it to school. Places will then be allocated according to the above criteria with no reference to the date of application.

Parents of a child with a disability should inform the Headteacher at the time of application. The school makes every effort to ensure that disabled children are not put at any substantial disadvantage in accessing the curriculum and are not treated less favourably, without justification, than their non-disabled peers.

If an application is turned down an explanation will be provided based on the selection criteria.

Applicants seeking admission under criterion 4 will be asked to provide appropriate evidence e.g. a report from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.

The Governing Body reserves the right to withdraw the offer of a place if:

- a) false information (i.e. address or declaration of Special Educational Need) has been given to secure a place
- b) parents do not respond to the offer of a place in the time scale indicated when the place is offered.

### **Appeals**

If you are not allocated a place your child's name may be entered on a waiting list. You may also appeal the decision by writing to the Appeals Committee of the Governing Body. Your appeal will be considered by the Appeals Committee and you will be informed in writing of their decision. The decision of the Appeals Committee is final.

Please note that any offer of a place will be held open for ten working days from the date of the offer. No response may be deemed as a rejection of the place offered and the place may be withdrawn without further notice and offered to the next applicant waiting.

### **Attendance and loss of Nursery Places**

If attendance and punctuality is poor the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated.

Following this conversation attendance and punctuality will be monitored and if there is no improvement in attendance, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher.

### **Cancellation of Contract**

Four weeks' notice will be required if parents wish to cancel sessions at pre-school or nursery. Nursery reserves the right to charge four weeks fees should parents not provide this notice. Any permanently cancelled sessions will be made available to children on the nursery waiting list. Once sessions are cancelled school cannot guarantee re-instating.

### **Transfer from Nursery into School**

All parents and carers must be made aware that a place in the nursery does not guarantee a place into main school and that they must still go through the correct Northumberland admissions procedure.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school.

A copy of Northumberland County Council School Admissions Policy can also be found on our school website or by clicking on the following link which will take you directly to their website.

<https://www.northumberland.gov.uk/Education/Schools/Admissions.aspx>

If you have any further questions, please contact the school office on 01670 813463 or via email at

[admin@guidepostringway.northumberland.sch.uk](mailto:admin@guidepostringway.northumberland.sch.uk)