



POCKLINGTON CE (VC) INFANT SCHOOL

Nursery Admission Policy

Date Reviewed:	May 2024
Date Due for Review:	January 2027
Contact Officer:	Mrs G Husband
Approved By:	FGB - 18/1/24

1. Registration for Admission to Nursery

1.1 All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age. Children will be eligible to commence Nursery in the term after their 3rd birthday.

1.2 The date of registration will be noted, but does not give any priority.

1.3 Attendance at the nursery **does not guarantee a place in Reception** and parents need to apply for the Reception admission separately by applying directly to the local authority.

2. Timings and Procedures regarding Nursery Admission

The Nursery session runs from 8.45am to 11.45am and 12.15pm to 3.15pm daily. We recommend that children attend a minimum of five sessions (15 hours) per week. Pupils wishing for fewer sessions will be considered if places are available. For children staying in the Nursery for the full day, a half hour chargeable lunch session to include a school dinner will be available.

2.1 September Intake;

- Parents will be asked to confirm their wish for a place for their child in Nursery by the end of the prior April
- School will confirm places after May half term

2.2 January Intake;

- Parents of existing Nursery children will be contacted regarding changing current hours in October.
- Parents of new Nursery children will be contacted after October half term, to confirm their wish for a place in Nursery, subject to capacity / sessions available, please note that you may not be offered the exact sessions requested.

2.3 Easter Intake;

- Parents of existing Nursery children will be contacted regarding changing current hours by the end of January, this will be subject to capacity / availability of sessions.
- Parents of new Nursery children will be contacted in February, to confirm their wish for a place in Nursery, subject to capacity / sessions available, please note that you may not be offered the exact sessions requested.

Priority will be given to children starting reception in the following September. This includes children already attending Nursery who will be given priority when offered additional hours.

2.4 Where applications for the nursery exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

- Children looked after by the local authority.
- Children with Special Educational Needs or an EHCP to a maximum of five places in total will be allocated in discussion with the Statementing and Assessment Officer.
- Children with a member of staff working at school.
- Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)
- Other children - Those living, at the date of application or confirmation, nearer to the school measured in a straight line distance from the school being given priority. (See Appendix A for definition of a child's home address for children with parents with shared responsibility, living with each for part of the week)
- Applications with more sessions required will take priority.
- Applications are kept in date order and will be used to prioritise the offer of a place if needed.

3 Other Information Regarding Admissions

3.1 Fully completed Admission Form and all other forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.

3.2 A copy of the child's birth certificate must be seen and verified by the School office and accounted for on the admission form before a child is admitted.

3.3 In the event of non-admission the Chair of Governors will supply a reason for the decision.

3.4 The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.

3.5 There are a maximum of 30 places in our Nursery.

3.6 If the September intake is full, applicants will be placed on a waiting list.

3.7 Parents that have expressed an interest for January or Easter intake will be informed if the Nursery is full / has limited places available.

3.8 Pupils in the Nursery are expected to wear a school cardigan or sweatshirt as their uniform with either a school red or blue polo shirt or a white polo shirt.

3.9 Pupils admitted to the Nursery are expected to be toilet trained. However, the school recognises that for some pupils this may not be the case, and therefore asks parents to provide pull ups and ensure a spare clothing is available in school.

3.10 The school is offering universal funded places (15 hours), extended (30 hours) funded places as well as parental funded places. Costs for sessions are available from the school office. If your child is absent due to illness or holidays, fees are still due.

3.11 The school uses Parent Pay to collect fees, parents will be provided with a logon when their child starts in Nursery.

Appendix A

Definition of a Sibling. Brother/sister living at the same address including step brothers/sisters and children in foster care within a family unit.

Definition of a child's home address for children with parents with shared responsibility, living with each for part of the week. The home address for a child whose circumstances are described above will be considered to be the address that the child lives at for the majority of the week, including weekends. Evidence to support this may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.

Definition of a Looked After Child. Children or young people who are adopted from care, who have special guardianship orders in place, who have child arrangement orders in place.