



Nursery Admissions Policy

SUMMARY

This policy details the school's admission policy to Nursery

POLICY OWNER

Robert Howell
Headteacher

DELEGATION

Full Governing Board

DATE OF APPROVAL

September 2024

DATE OF NEXT REVIEW

September 2025

REVIEW CYCLE

Annual

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Admissions Authority

Reading Borough Council is the admissions authority for community schools and therefore sets the admission policies for these schools. Reading Borough Council delegates the responsibility of administering the admission process for nursery classes to the governing bodies of these schools. Admissions to the school are part of the co-ordinated admissions scheme and a separate Reading Borough Council policy covers these arrangements.

Admission Committee of the Governing Body

Each school year the Governing Body will establish a Committee of school staff which has delegated powers to administer nursery admissions. The Governing Body should approve the terms of reference for the Committee annually. At Alfred Sutton Primary School the committee is made up of three staff including the Headteacher, the Foundation Stage Team Leader and the Nursery Admissions Assistant.

The Committee should meet termly if required, i.e. if there are more applications than places available, to decide the allocation of places for the following term. For the purpose of the allocation process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of birth
- Confirmation that birth certificate/passport has been seen by the school
- Preferred session
- Any information supplied by parents/carers or professionals relating to a request for priority consideration.

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Governing Body should establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

Places available

The total number of places available at Alfred Sutton Nursery is FTE 52. The number of places available each term will vary.

Attendance

Attendance will be for 5 sessions per week and the following options are available

8.40 – 11.40 no lunch break

12.20 – 3.20 no lunch break

8.40 – 3.15 including a lunch break

8.40 – 12.10 including a lunch break (at end of session)

11.40 – 3.20 including a lunch break (at start of session)

Length of stay

Places are offered from the beginning of the term following the child's third birthday. A place will not normally be allocated for one term only. If a child is absent for an extended period (e.g. more than 4 weeks) without the approval of the Headteacher for holidays or long stays elsewhere, the place will be reallocated.

Applications for admission to Nursery

Parents seeking a place at the **school** should complete the standard Reading Borough Council application form.

Parents/carers may apply for a Nursery place at any time after their 2nd birthday. Places will be offered by the published admission criteria. Parents/carers must show a birth certificate or passport to confirm the child's date of birth and identity.

Applications should be received not later than:

For the Autumn term	30 th April
For the Spring term	30 th September
For the Summer term	31 st January

Parents/carers will be notified of the allocation of a place by:

For the Autumn term	31 st May
For the Spring term	31 st October
For the Summer term	28 th February

Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order:

1. Children in Public Care ('Looked after' children)
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional
3. Children, starting with the oldest, whose home address is within the designated area
4. Children, whose parent(s) are employed by Alfred Sutton primary School
5. Children who have sibling(s) who will be in attendance in the nursery/school at the time of admission who live outside the designated area
6. Oldest child by date of birth who live outside the designated area

In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth. Children with a statement of special educational needs that names the school will be allocated a place above all other applicants.

All Day Place for working families - Not entitled to the 30-hour funding

We will be offering 6 places per academic year from Autumn term onwards. Places will be allocated as per the over-subscription criteria. Places are subject to availability and funded 30-hour places will get priority. Hours attended above the free entitlement will be charged at the same level as the funding we receive from the LA per 3-hour session, payable half termly in advance. Notice of 1 half term will be given for price increases.

Lunch Club

We offer a lunch Club to bridge the gap from the morning to the afternoon session for the children staying all day. This is currently charged at £3.50 per day. The cost for this is to cover the staffing costs only, parents need to provide a healthy nut free lunch for their child each day. Subject to availability, spaces in lunch club may be used to extend the funded morning or afternoon session.

Deferring the Place

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following term.

Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list. If places become available during the term, they will be allocated to the children on the list according to the oversubscription criteria.

Parents will be informed in writing if it is not possible to offer a place in the nursery.

Admission to the School

There is no automatic admission into Alfred Sutton Primary School from the nursery. At the appropriate time parents/carers will need to complete an application with your local authority and places in the school will be allocated according to the published co-ordinated admissions arrangements. The over-subscription criteria do not give any priority to children attending the nursery. The letter offering a place at the nursery will make this clear.

Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the Local Authority, which acts as parents.

Siblings

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

Home address

The home address is the permanent address of the parents/carers and their child. The home address is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

Looked After Children

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority.

Multiple Births

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others, the school will work out the best solution with the children's parents/carers for them and for their children. This would take into account the possibility of another place becoming available.

Appendix

Nursery Lunch club terms and conditions

Alfred Sutton Primary School offers a Lunch Club for nursery pupils. Lunch Club bridges the morning and afternoon nursery session, thus enabling children to attend nursery from 8.40am-3.15pm. **The cost of Lunch Club is £3.50 per day which is for staffing costs only – a healthy, NUT free packed lunch is to be provided by you.**

Children are supervised in the Nursery to eat their packed lunches, along with a period of play outside in the Nursery Garden. Parents wishing their child to attend the Lunch Club are required to read and agree to the following terms and conditions.

1. **Parents must provide a named, healthy, NUT free, packed lunch.** Please note we do not have the facility to keep food warm for your child.
2. Lunch Club will be invoiced in advance each half term.
3. Payment is due 10 days from date of invoice. Payment using your Tax-Free Childcare, via your Childcare Account, is preferred and gives each parent a saving of £2 per £10 paid. Bacs payment is available if not eligible for Tax-Free Childcare.
4. Reconfirm 30hrs/Tax-Free Childcare eligibility every three months via Childcare Account.
5. Alfred Sutton Primary School reserve the right to withdraw this facility for a child at any time if the invoices are not paid within the correct time frame, however if you are having problems paying please come and speak to us to make other arrangements.
6. **In the event of Alfred Sutton having to withdraw the Lunch Club facility due to unpaid invoices and whereby parents have not contacted us to discuss, the parent needs to make alternative arrangements for the period between sessions: 11.40am-12.20pm each day until payment has been made in full.**
7. Refunds will not be given to children who miss Lunch Club due to illness/holiday unless otherwise agreed.

Paid for 30 Hour Place & Nursery Lunch Club Terms and Conditions

Alfred Sutton Primary School offers a paid for All Day Place for Working Families who are not entitled to the 30 hour funding. The hours attended above the free entitlement will be charged at £18.60 per 3 hour session, payable half termly in advance.

Alfred Sutton Primary School also offers a Lunch Club for nursery pupils. Lunch Club bridges the morning and afternoon nursery session, thus enabling children to attend nursery from 8.40am-3.15pm. **The cost of Lunch Club is £3.50 per day which is for staffing costs only – a healthy, NUT free packed lunch is to be provided by you.**

Children are supervised in the Nursery to eat their packed lunches, along with a period of play outside in the Nursery Garden. Parents wishing their child to attend All Day and use the Lunch Club are required to read and agree to the following terms and conditions.

1. **Parents must provide a named, healthy, NUT free, packed lunch.** Please note we do not have the facility to keep food warm for your child.
2. Lunch Club will be invoiced at the start of each half term.
3. Payment is due 10 days from date of invoice. Payment using Bacs payment is preferred.
4. Alfred Sutton Primary School reserve the right to withdraw this facility for a child at any time if the invoices are not paid within the correct time frame, however if you are having problems paying please come and speak to us to make other arrangements.
5. **In the event of Alfred Sutton having to withdraw the Extra Session including Lunch Club facility due to unpaid invoices and whereby parents have not contacted us to discuss, the parent needs to make alternative arrangements for the period after the morning sessions: 11.40am-3.15pm each day until payment has been made in full.**
6. Refunds will not be given to children who miss Lunch Club due to short-term illness/holiday unless otherwise agreed.