



## **TUDOR COURT PRIMARY SCHOOL NURSERY ADMISSION POLICY**

Reviewed – HT	23rd November 2022
Assigned to Committee	FGB
Frequency of Review	Annually
Agreed by the Governing Body	February 2023
Next Review	February 2024

## **Admissions to Nursery**

Admissions to Tudor Court Nursery are administered by Tudor Court Primary School. Gaining a place in the Nursery does not guarantee a place in the School. School admissions are dealt with by Thurrock Council and parents make direct applications to them as applicable.

We offer a mixture of 30 hour and 15 hour funded sessions. There are a total of 50 morning and 50 afternoon places. These are allocated across 15 and 30 hour funded applicants as dictated by the annual need.

Places are allocated on funding eligibility and based on the distance from home to school (measured in a straight-line by a digital mapping system) for applicants living in the Chafford Hundred postcode (RM16 6) will be given priority. The straight-line distance measurement is taken from the front door of the home address to the main pedestrian Gate in Bark Burr Road, leading to the Office.

Where there are more applicants than places, the School is required to have criteria for deciding which requests have priority. This criteria is set out below in priority order:

1. Children in Public Care will automatically be given first consideration above all categories of priority.
2. Children whose normal place of residence is in the catchment area (Chafford Hundred) of the School at the date of application (28 February) and admission (September) annually.
3. Siblings of school aged children attending Tudor Court whose normal place of residence is outside of the catchment area (Chafford Hundred) of the School at the date of application and admission.
4. Any other children outside of the catchment area.

## **All Nursery Sessions**

Spaces are provided Monday to Friday and all children are expected to attend regularly and on time for sessions (excluding school holidays/non pupil closures).

### **15 Hour Funded Places**

- Parents receive 15 hours universal entitlement.
- Some parents may qualify for 15 additional hour funding.

### **30 Hour Funded Places**

- Priority for 30 hour funding will be given to those parents who are eligible.
- Should your 30 hour funding be withdrawn due to a change in your circumstances, you may be able to maintain the space by paying for the additional 15 hours if there is a space available.
- You will only be eligible to pay for the additional hours if you were eligible for 30 hour funding at the start of September in the Autumn term.
- The cost of additional sessions will be calculated when you enquire about paying for the additional 15 hours due to a change in your circumstances.
- Parents are required to provide their child with a healthy packed lunch and non-fizzy drink.
- To confirm eligibility parents must provide their DERN code prior to admission along with additional information such as National Insurance number etc.

- Should a parent no longer be eligible for the 30 hour funding and they are unable to pay for the additional 15 hour sessions, the place will be removed and alternative provision provided only if part time spaces are available at the time.

### **Multiple Births**

If more than one child is entitled to the last place in Nursery (as in the case of twins/multiple births or same distance measurement), the School will discuss this with the parents to find a suitable solution.

### **Special Education Needs**

Children with a statement of special education needs are allocated Nursery places under different regulations and will override all other categories of priority.

### **Special Cases**

The School may also give priority for admission to a child where there are other exceptional social, medical or educational reasons for admission to a particular Nursery. These reasons, and any supporting evidence, (e.g. from a doctor, social worker or educational psychologist, etc.) must be submitted with the Nursery Registration Form.

### **Right of Appeal**

Appeals should be made to the School in line with the Concerns and Complaints Procedures.

Proof of residency is required i.e. a current Utility/Council Tax Bill in the name of the person with full parental responsibility at the date of admission. If this is not provided the offer of a place will be withdrawn.

Nursery Registration Forms are available from the school office or on our school website under the Key Information Section/Admissions or by clicking the link below:

<https://app.weduc.co.uk/get/external/p/id/332269d6c6f82abe841e4ad332c9df41464bf25b23e8174ef72f9dc752107ffd.pdf>

Registration Forms must be completed and returned along with a copy of the child's Birth Certificate by the deadline date of 28<sup>th</sup> February annually for admissions for the following September.

Children are admitted in the September each year after their third birthday.

See also Tudor Court Nursery Admission Scheme.