**Heymann Primary and Nursery School**



**Admission to Nursery 2024 - 2025**

**HEYMANN PRIMARY & NURSERY SCHOOL**

**ADMISSIONS POLICY**

**NURSERY CLASS**

1. **AIMS**

Our aims are:

* 1. To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
  2. To help promote consistency of practice and procedure between nursery education and Key Stage 1.
  3. To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education so we will make the very best of our resources.
  4. To provide high quality child centred nursery education to children and families in our local community within a school setting.

1. **NURSERY SESSIONS**
   1. All children aged 3 and over are entitled to 15 hours government funded nursery education per week during term time.
   2. Parents will be asked to state the sessions required using the funded 15 hours; each AM or PM session is 3 hours. Children eligible for the additional 15 hours (Extended entitlement) can state their preferred additional sessions on the relevant page of the application form, or payment can be made using the Government Tax Free Scheme (if eligible), workplace childcare vouchers, or pay using our online payment facility, Schoolmoney.
   3. Whenever possible first preference of sessions will be offered, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session
   4. Session times (Mondays to Fridays during term time, excepting staff training days):

Morning session: 8.30am to 11.30am  
Afternoon session: 12.15pm to 3.15pm

**Parents and carers should note that a place in the nursery unit does not guarantee a place in reception. Parents wishing their children to attend Heymann Primary School must still go through the usual admissions procedure within the specified time frame.**

1. **‘EXPRESSION OF INTEREST’ LIST** 
   1. The school will maintain a list of the name, address and telephone number of parents who are interested in applying for a place in the nursery for their child, together with the name and date of birth of the child and the date of registration.
   2. No child will be placed on the list until they have reached their second birthday.
   3. The list will **NOT** operate on a "first come, first served" basis. The length of time children are on the list in no way influences the decisions about places.
   4. Parents will be sent an application form with Nursery details at March/Easter time. Completed forms should be returned to the school by the return date stated on the application form. The school will endeavour to notify parents of the outcome of the application during May, usually around 2 weeks after the closing date for applications. Parents must confirm acceptance of the offer of a place by the confirmation date on the forms so that children on the waiting list can be offered places.
   5. Parents will be offered the opportunity to visit the nursery prior to submitting a completed admissions process.
2. **CRITERIA FOR ADMISSION TO NURSERY**

The nursery at Heymann Primary School has 39 places in each of the morning and afternoon sessions. The nursery operates on a single intake each year in September. Children are eligible to take up a place in the nursery in the **September following their third birthday**. Places will be awarded in accordance with the following order of priority:

* 1. Children in the care of a Local Authority (Looked After Children).
  2. Children with a statement of special educational needs
  3. Children living within the school catchment area with siblings attending the school in the September of the year of their admission
  4. Children living in the school catchment area without siblings attending the school
  5. Children living in West Bridgford with siblings already attending the school in the September of the year of their admission
  6. Children living in West Bridgford without siblings attending the school
  7. Children living outside of West Bridgford with siblings attending the school in the September of their admission
  8. Children living outside of West Bridgford without siblings at the school

Further provisions regarding distance measurements and home address in connection with the above criteria are set out in the Appendix to this policy.

In the case of twins/multiple birth children, the school will guarantee that all children will be offered places.

1. **NURSERY INTAKE – OPERATION OF WAITING LIST**
   1. The nursery class will have a single point of entry in September each year for children who are already 3 years old.
   2. Any spare places will be allocated during the year, as they become available, to the oldest children on the waiting list, providing that the child has already passed his/her third birthday.
   3. If the nursery is full a waiting list will be held and places offered to the oldest children first when places become available.
   4. There will be the opportunity for children and parents to attend ‘stay and play’ sessions in nursery in the July before they start.
   5. Children admitted during the year will be invited to visit the nursery for a play session before their start date.
2. **ADMISSION DECISIONS**
   1. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.  Parents can refuse the offer made.
   2. The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to a place in Reception class.
   3. Parents who accept a place will be expected to commit to taking up the place for the whole academic year (or the remainder of the academic year where the child starts other than at the start of the autumn term).
3. **LEAVERS DURING YEAR**

Parents or carers wishing to withdraw their child from nursery during the school year must wherever possible give the school a minimum of 4 weeks’ notice. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically offered to the oldest child on the waiting list. If a parent or carer later wishes their child to return to the nursery, they will have to re-apply for a place and join the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class will in no way influence the decision on being offered a place.

1. **ATTENDANCE – LOSS OF NURSERY PLACEMENT**
   1. If a child’s attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
   2. If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Headteacher.
   3. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.
   4. If a child is absent for a period of three weeks without any contact from the parents/carers 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 and a letter explaining the situation will be sent to the parent/carer.
   5. A holiday request form must be submitted for all holiday absences.
2. **TRANSFER FROM NURSERY TO RECEPTION CLASS**
   1. **All parents and carers must be aware that a place in the nursery does not guarantee a place in the main school and parents must follow the correct Nottinghamshire County Council Admissions procedure.**
   2. The Nursery staff will liaise closely with colleagues in reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.
3. **WRAPAROUND CARE**

The nursery offers Wraparound Care as Breakfast Club and HOOSC (Heymann Out Of School Club). Availability will be subject to priority as stated in our Admissions criteria. Please see additional information sheet for further details on the timings and cost of these places.

**APPENDIX**

Distance measurements. When required to determine priority for admission, distance will be measured in a straight line from the entrance to the child’s home to the principal entrance to the main administrative building of the school. This will be calculated using computer software, which is currently arcview. In the event of needing to discriminate between pupils living in the same block of flats, where arcview produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.

Home address. The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent’s address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents’ address. If a child’s parents live at separate addresses, where the child permanently spends at least 3 ‘school’ nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child’s place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application and will continue to live there after the time of Admission. Informal arrangements, even between parents, will not be taken into consideration. The appropriate designated Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters.