

# HILTON PRIMARY SCHOOL - NURSERY ADMISSIONS POLICY

## **Area Served by the Nursery Class**

The Nursery provision will endeavour to serve the children of Hilton, within the normal area associated with Hilton Primary School and the Mease Spencer Academy. Should places remain, once local demand (see above) is met, children from beyond the normal area will be accommodated.

## **Capacity**

The present capacity of the Nursery is fifty two (twenty-six places full time equivalent). Twenty six places are available in the morning and twenty six for the afternoon session. Some children may attend both morning and afternoon sessions if space allows.

## **Waiting List**

The Headteacher normally keeps the waiting list.

In order for your child to be considered for a nursery place by the governing body they must be registered by no later than 31st January of the year they are due to start. Any children registered after this date will go to the bottom of the waiting list and prioritised on the basis of when the application was received in school.

Your child may be registered from the age of two onwards.

## **Nursery Admissions Panel**

The Governors have given the Headteacher executive powers to oversee Nursery admissions in accordance with the Governors Nursery Admissions Policy.

## **Criteria for Admission**

No child will be refused a place in the nursery because of their race, gender, disability or religion.

The school recognises the significant developmental advantage our nursery offers children and aims to keep the number of individual children benefitting from the provision as high as possible.

We are also determined to maintain the quality and efficiency of the setting by optimising the potential income available through pupil driven funding.

We offer a mix of 15 and 30 hour session in order to achieve these two objectives.

15 hour session places will be allocated first using the criteria below and, wherever possible taking appropriate account of parental preferences regarding morning or afternoon sessions.

Once all 15 hour placements have been allocated requests for 30 hour provision will be considered to fill the remaining places again using the criteria below

Where the number of requests for placement exceeds the number of places available, places should be allocated according to the following criteria, which are in priority order:

1. Children who have a 'safeguarding' plan.
2. Children who are, or who are likely to be the subject of an Education, Health and/or Care Plan (EHCP)
3. Children whose families are suffering severe social and psychological stress, which could significantly affect the child's development.
4. Other children from the normal area of the school.
5. Other children from the wider area served by the school.

Where demand exceeds available places and the first 3 criteria are not met by any of the applicants the allocation of places will be on the basis of geographic distance from the school. With places being offered to those closest first.

#### Notes

- a. Any child with a severe disability, will be accepted as one of the priority places providing they have 1:1 Education Care Officer Support for the whole of the time they are in the Nursery (funded by the LA).
- b. A list of children with a Child Protection Plan is maintained by the Social Care Department of the Local Authority. Professions will work together to ensure the needs of a child are met.
- c. The Governors recognise the validity of information available from Health Visitors and recommend liaison with Health Visitor colleagues should it be relevant.
- d. From the date of ratification of this policy by the Governing Body, all parents will be required to register their child in person at the school office where proof of registration will be issued. Parents will be required to produce the proof of registration if required. Children may be registered at any point after their second birthday.
- e. Once a child has started in nursery then we are unable to swap the session.

#### **Offer of Place Full Time Place in Reception**

Children will be offered a full time place in Reception to start in the September after their fourth birthday. Once offered, Parents have the right to defer this place and opt to keep their child in a Nursery setting, until the child reaches statutory school age (Provided the place is taken up within the same academic year). However, we strongly encourage parents to let their child start school in September as we feel they benefit from settling in right at the start of the year and have the opportunity to share in the experiences and learning of their peers and form good friendships.

NB: Children attending the Nursery Class **do not** have an automatic right to transfer into the main school.