

THORP PRIMARY SCHOOL

POLICY: NURSERY ADMISSIONS POLICY



Thorp Primary School
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Thorp Primary School Nursery Admissions Policy

Responsibility for admission arrangements

Responsibility for making decisions regarding admissions to the Thorp Primary School Nursery class lies with the Headteacher and the Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Headteacher and Governors of this school is in accordance with Local Authority guidance.

Age range

The Nursery class at Thorp Primary School will provide education for those children who are aged three and four years old. There is a mechanism in place for there to be an intake of three year olds every September, January and April (at the start of every term). Children who turn three between 1st September and 31st December will be eligible for starting in the following January. Children who turn three between 1st January and 31st March will be eligible for starting in the following April, and children who turn three between 1st April and 31st August will be eligible for starting in the following September. This means that some children will be in the nursery class for 5 terms, some for 4 terms and some for 3, as all children enter Reception in the September following their fourth birthday.

Applying for a place in the Nursery class

Parents should contact the Headteacher or School Office as soon as they are considering placement in Thorp Nursery class, so that an expression of interest can be taken. The school will keep a list of pupils and the names and addresses of parents who have requested a place in the Nursery class. This will be called the Nursery admission list. School will contact the families two months before their child is eligible to start to confirm the placement and start date for their child.

If there are any special reasons, such as identified Medical Needs, Special Educational Needs Disability (SEND) and/or Child Looked After (LAC) status as to why parents or other agencies feel a child would benefit educationally from admission to the Nursery class, then this information (with any supporting documentation) should be submitted with the expression of interest. If a child's situation changes then school should be informed as soon as it is reasonable to do so.

The Headteacher will inform parents by letter whether it has been possible to allocate their child a place in the Nursery class or not.

Number of available places

Thorp Nursery class works within the EYFS unit of school. There is a legal requirement that the ratio no more than 1 adult per 13 children. We have some flexibility in numbers across EYFS, but operate from a class number initially set at 26.

Hours of operation

These are currently part time for 15 hours per week, Monday to Friday 8.50am to 11.50am. We work in close collaboration with Bee'z N'ee'z, who can do pick up and drop off at our school. They also offer afternoon sessions at their Trinity Base. If you have an entitlement of 30 hours, or require more than 15 hours, your hours can be split between school and Bee'z Nee'z, or local childminders.



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Attendance in the Reception class

Children who attend Thorp Nursery class do not receive automatic entry to or priority for admission to the Reception class at school. All parents have to apply separately for reception class admission. The responsibility for admission to the Reception class rests with the Local Authority (LA) and the criteria for admission is subject to the General Admissions Policy of the LA. This policy is published separately in the Primary Schools Information booklet (copies of which are available from the Education Office, Civic Centre, West Street, Oldham, OL1 1XJ) or information can be accessed on line at www.oldham.gov.uk/admissions or by telephone on 0161 770 4213.

Criteria for admission to the Nursery class if oversubscribed in a current academic year

Admission to Nursery classes is based on the expression of parental preference. If there are more requests for places available, the Headteacher will use the following criteria to decide admission, in the order of priority shown, if the EYFS unit is unable to increase the class size due to ratio's:

Priority (1) - Children with exceptional medical, social or educational needs

(This may include the following – not in any order of priority)

Children in Need as defined by the Children Act

This would include children who were “unlikely to achieve or maintain a reasonable standard of health or development”. Examples may include; children who are active cases for Social Services or those who are thought to be vulnerable or at risk.

Children with Special Educational Need Disability (SEND)

These children will have been identified by the Pre School Special Educational Needs Service as having special educational needs or a disability, or as requiring assessment to determine if they have such needs or developmental delays. They will be children whose needs can be met within the Nursery class and who would benefit from Nursery education.

Children with exceptional medical needs

These children will have medical needs which have been identified by medical professionals. In some circumstances the pupil may be required to be medically examined, as evidence may be needed to show that admission to a particular Nursery is a requirement. In order that this can be considered, medical evidence should be provided as part of the application process.

Children from families with exceptional home circumstances

This would include giving consideration to children whose families are considered by school and other agencies to have exceptional disadvantage in relation to the normal circumstances for the area.

Priority (2) – Children with brothers or sisters in attendance at the school

This means during the period when the child will be attending the Nursery class. The school accepts that in some family units the children may not be natural brothers and/or sisters. Older children from the same family unit and attending the school can be considered to “qualify” a younger child under the “sibling” criterion, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the family unit.



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Priority (3) – Geographical proximity

This means geographical proximity and ease of access to school taking into account distance and ease of access to alternative Nursery classes. This will be measured using the distance between two data points of home address post code and the school address post code using a straight line measurement. This is compliant with the Local Authority (LA) School Admission Policy and measurements are calculated upon our behalf by the LA Admissions Office.

When considering a request for admission to the Nursery class, the only address that the school can consider is the address of the adult with whom the child is permanently resident. If the child is cared for on a daily basis at another address, for example by a childminder or grandparent this address cannot be considered by the school for the purpose of its admission process.

Over subscription within the criteria

If within any of the above criteria the school is over subscribed with requests for admission, then the third criterion of geographical proximity and ease of access to the school will be used to determine which pupils are admitted.

Waiting list

Once places have been allocated, and where it is not possible to offer some children a place in the Nursery class because it is full, it will be possible for children's names to be added to a waiting list. Parents should make a specific request to the school that their child's name should be added to the waiting list for places. Any places that then become available will be offered from the waiting list in accordance with the school's published criteria for admission and length of time on the waiting list. If the child is unable to receive a place in the January or April, they will receive a place in the following September.

Right of appeal

As Nursery education is non-statutory the decision of the school is final and there is no formal right of appeal to an Independent Appeal Committee. However, the Headteacher would be happy to discuss any concerns that parents might have.