

ROTHWELL VICTORIA PRIMARY LEARNING PARTNERSHIP

Nursery Admissions Policy Approved March 2017

To be revised September 2017

Every Child Matters

Enjoy and
Achieve



Be Healthy

Make a
Positive
Contribution

Be Safe

Achieve
Economic
Wellbeing

Rothwell Victoria Infant School



CARE SHARE

HELP SMILE



Montsaye Community
Learning Partnership

NURSERY ADMISSION POLICY

Ethos

The Governing Body of Rothwell Victoria Nursery and Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the number of places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the nursery of their choice. However, this is not always possible, due to the excess demand on places available.

AIMS

We wish to encourage families to access high quality educational provision for their children in our Nursery. The children will be safe and happy and get the best start to their learning journey. Through our Admissions Policy we aim to:

- Make our process clear to prospective families
- Ensure that our procedures are fair and equitable so that all children can access education opportunity
- Ensure that our admission arrangements comply with all relevant equalities legislation

STAFFING

Our nursery is led by two qualified teachers who are members of the senior leadership team in the school. These teachers have vast experience in providing good quality early years provision.

OFSTED

The school was inspected in July 2016 and the Early Years was graded as 'good' in all areas. Ofsted 2016 commented:

Throughout the school, there is a positive ethos of learning and pupils are happy to be at school. The learning environment is bright and tidy and reflects the pupils' achievements throughout the school. During the inspection, the very youngest children could not wait to come into nursery. Just before the doors opened at the beginning of the day there were a number of little noses pressed up against the windows as they waited in anticipation to find out what the day would bring.

APPLICATIONS

At Rothwell Victoria Nursery children can attend 15 hours part time either (morning/afternoon). We also offer a number of 30 hour placements to those children whose

parents who have expressed an interest in securing 30 hours placements and who meet the criteria as identified within the 30 hour online eligibility calculator. For the intake due to start from September 2019 we will only be offering 30 hour places to those parents who have expressed an interest in this provision prior to March 1st 2019. Parents must have applied and communicated their eligibility code before school breaks for summer holiday. (July 31st)

If additional hours were to be available these would be chargeable at a rate of £4.30. If children are absent for a paid session, the fee still applies.

From September 2017 our Nursery will offer either a full 15 hour or 30 hour entitlement as follows:

- Five 3.0 hour sessions each week, Monday to Friday for those children who access the 15 hour offer or ten 3.0 hour sessions for those children who access the 30 hour provision (38 weeks a year, term time only).
- To be eligible for the free 15 or 30 hour entitlement children must have their third birthday before the 31st of the month prior to intake. Depending on spaces there will be an intake in September, January and April. Eligibility will be verified by families providing proof of address and birth certificate.
- Lunchtime provision will only be available to those children who access the 30 hour placement. Depending upon space we occasionally offer lunchtime spaces to 15 hour children.

Session Time Arrangements

Morning session 08:45 to 11:45 (Wednesday 08:30 – 11:30)

Or

Afternoon session 12:30 to 15:30 (Wednesday 12:45 – 15:45)

Admissions Criteria

The following factors will be taken into account when allocating places:

Places will be open to children living within the town of Rothwell and the contributory parishes of Harrington and Thorpe Underwood and the villages of Rushton and Loddington.

As soon as practicable after the 31st March, places at the Nursery will be allocated. In allocating places to the children the Governors will use different priorities according to circumstances; places will be allocated in the following sequence:

- To children with an Education and Health Care Plan.
- To children in the care of the Local Authority – ‘Looked after Children’.
- To children with siblings currently attending Rothwell Victoria Nursery and Infant School or Rothwell Junior School.
- To any other applicants

In the event of oversubscription in any of the above criteria, the proximity of the child's home to the school will be a deciding factor. The child's home is the registered address where the child's benefit is paid. This will be measured electronically by straight line distance between the post office address point of the home and the post office address of the school, with those living nearer the school receiving higher priority until all places are allocated.

Depending of the number of children who receive priority places the remaining places will be offered to parents of children registered with us. These places will be allocated in order of receipt of their application providing they meet the admissions criteria listed above.

Parents will be invited to return the offer letter, and should state their preference for a morning or afternoon session within one week of the date on the offer. These will be numbered in order of receipt and am and pm places will be allocated according to the order they are received. It is the responsibility of the parent to inform us of any changes of address or contact details whilst on our register.

Families will be given two weeks from the date of the offer letter to accept the place. If no acceptance is received at the school by the due date the place will be withdrawn and offered to another family.

Wherever possible, families will receive a morning or afternoon place according to their expressed preference. Where there are more applicants for morning or afternoon sessions than there are places, allocation will be made according to the priorities above. If it is not possible to allocate families their preferred session they will be offered the alternative session.

Unsuccessful applicants will be advised accordingly in writing after allocation has taken place (this is to give the school the opportunity to reallocate any places not accepted in the first stage of the process.) The letter will, amongst other things, include details of the Northamptonshire County Councils Families Information Service so that those families that need it can seek assistance in finding alternative places.

Unsuccessful applicants will be held on file until the start of the school year to give the school the opportunity to reallocate any places not taken up at the start of the academic year.

If spaces remain after the September Intake, an Intake in January and/or April will be offered. Offers will be made in order of the date of birth of the children, with the oldest being offered places first.

The final decision on admission will be the responsibility of the Executive Head Teacher and the Nursery Leader acting on behalf of the Governing Body.

Registration

Parents will be notified of the date from which registrations can be made by means of posters displayed around Rothwell Victoria Infant School, Nursery, the town and via the Health Visitor as well as on appropriate social media sites.

The registration procedures will be publicised on the Rothwell Victoria Nursery and Infant School websites.

A child's name may be placed on the register at any time from the September following their first birthday i.e. in the academic year during which they will have their second birthday. A copy of the child's birth certificate will be taken at the point of registration

Names will not be taken over the telephone.

All registrations are recorded in application order – a receipt of registration is given to all parents. Places are allocated on a part time basis with 78 places in all – 39 a.m. and 39 p.m. places.

Induction

Parents and children will be invited to visit the nursery during the Summer Term for a stay and play session. An induction evening will also be held for all new parents, and any relevant personal information will be noted down at this time. Children identified with Special Needs are given additional visits.

The nursery key workers will make home visits to meet the children

There will be staggered starting dates with small groups of children starting on given days with small groups starting at different times, to enable staff to help children to settle and acclimatise. All children will have started by headcount day. Every effort will be made to ensure that children adjust happily to their new environment.

All children will make two hour long visits to the Nursery prior to admission.

The induction period may vary from child to child, and will be agreed by staff and parents working together to ensure that the children get the best start.

Prolonged/Persistent absence

If a child is absent for a prolonged period of time (i.e. 15 non-consecutive days) and no reasonable explanation is given, the parents will be informed that the place cannot be held open and it will be offered to the next child on the waiting list.

Parents/carers should always notify the Nursery if their child is absent.

Waiting Lists

Morning places are usually more popular than afternoon sessions. If parents whose child has been allocated an afternoon place wish to change to a morning session, should one become available, they must put their request in writing. Their child's name will go onto a waiting list and when places are available, they will be allocated in the order in which the request was received

School Place

A place in the Nursery does not guarantee a place in school. Parents will need to apply separately for a school place. Admissions for school places in Northamptonshire need to be completed on line at www.northamptonshire.gov.uk/admissions

Complaints

If a parent or parents have a complaint after their child or children have been accepted into the nursery i.e. with payments from absence, missed pack lunches, administering of medication etc.) they should refer their concerns in the first place to the Head teacher, and in the event of any unsatisfactory solution then to the Chair of Governors.

A copy of the Nursery Admissions Policy is available on the Infant and Nursery websites.