

VICTORIA DOCK PRIMARY SCHOOL

FOUNDATION STAGE 1 (NURSERY) ADMISSIONS POLICY



Working together for your children

Written: January 2018

To Be Reviewed: January 2020

INTRODUCTION

Admission to the nursery at Victoria Dock Primary School is determined by the school's Governing Body. This admissions policy does not apply to the admission of pupils into the school. Hull City Council is responsible for admissions into school.

The Governing Body has agreed this nursery admissions policy so that in the event of there being more requests for nursery places than are available, there are fair and transparent admission criteria in place.

Victoria Dock Primary School has a 26 (full-time equivalent) place nursery. Attendance at our nursery is part-time, for 15 hours per week (universal funding).

Session patterns are Monday to Friday, term-time only:

AM Session - 8.45am to 11.45am

PM Session - 12.30pm to 3.30pm

Nurseries do not have catchment areas in the same way as schools, so once places are full the school will signpost parents to other providers.

Nursery places at Victoria Dock Primary School are open to all children, irrespective of where they live. Attendance at the nursery at Victoria Dock Primary School is not a precondition of a place in the school. Places at the school must be applied for through the separate process for school admission through Hull City Council.

Parents and carers should approach the school directly if they would like their child to attend the nursery. The school maintains a register/list of parents' or carers' interest in a nursery place. Early registration of interest will not, however, guarantee a place in the nursery. If a child gets a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school. There are children who require a school place who have not attended our nursery due to parental preference.

Parents and carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. It is therefore important that our nursery admissions decisions can be justified by reference to our agreed criteria.

CRITERIA FOR ADMISSION TO THE NURSERY

The following criteria for admission will be applied in the event of there being more requests for places than those available:

1. A child can be considered for a place in the nursery from the start of the term following the child's third birthday. This place will normally be for between three to five terms prior to entry into a mainstream school.
2. When applying for a place, parents/carers will be asked to express a preference for a morning or an afternoon place.
3. All applications received by the deadline date will be considered equally i.e. places will NOT be filled on a first-come first served basis.
4. Immediately after the deadline date, places will be provisionally allocated, taking account of preferences expressed for a morning or an afternoon place.
5. If there are more applications for morning/afternoon places than there are places available, places will be offered in the following priority order:
 - a. Age i.e. the oldest children will be given priority.
 - b. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Victoria Dock Primary School in the following academic year.
 - c. Children with special educational, social or emotional needs, as evidenced by a professional from health, social care or education.
 - d. Other children.
6. In applying the above criteria, some parents/carers may not be given the preference they expressed (morning/afternoon). In such cases a place will be offered for the alternative timeslot, as long as places are available.
7. Children who are not offered a place will be placed on a waiting list, and a note will be made of the preference expressed for a morning or an afternoon place.
8. Parents/carers will be notified of the outcomes of their applications within one week of the deadline date via a letter or a telephone call.
9. If a child is offered a place in the nursery, parents/carers must confirm their acceptance in writing within two weeks to avoid the school refusing places for other children unnecessarily. If the school does not receive a reply to the offer of a place in the nursery within this timescale, the child's name will be placed back on the waiting list.
10. Late applications will be accepted after the deadline date, but gaining a place will be dependent upon places still being available.

If a child is seen to be not taking up their agreed sessions on a regular basis, the school reserve the right to offer the place to another child.

CONCLUSION

This nursery admissions policy will ensure that places in our nursery are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.

KEY DATES

For Spring Term 2019 Entry

Application Deadline Date: Friday 19 October 2018

For Summer Term 2019 Entry

Application Deadline Date: Friday 15 February 2019

For Autumn Term 2019 Entry

Application Deadline Date: Friday 17 May 2019

For Spring Term 2020 Entry

Application Deadline Date: Friday 18 October 2019

For Summer Term 2020 Entry

Application Deadline Date: Friday 7 February 2020

For Autumn Term 2020 Entry

Application Deadline Date: Friday 15 May 2020