



Westfield Primary Academy

Nursery Admissions Policy

Last Review: January 2022
Next Review: September 2022

The Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to Nursery classes.

This policy has regard to the principles outlined in the following documents:

Department for Education: School Admissions Code

Equality Act 2010

Attendance in our nursery class does not guarantee a place in the reception class of Westfield Primary Academy school.

Age Range:

Our nursery accepts government funded children, for up to 30hrs per week, the term after they are three up to the term they start school.

The sessions we offer:

We offer 5 morning sessions which run from 8.45-11.45 Monday to Friday and 5 afternoon sessions 12.15-3.15. Children can stay through the lunchtime for a small additional charge. It is possible to split your funding over more than one provider or pay for additional sessions. Currently sessions are £11 (where paid for) and the lunch cover is £2.50 per day. School lunches can be brought for an additional £2.30 each day, or your child may bring a packed lunch.

Admission:

All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

Application forms are available from the school office.

Number of Nursery Places at nursery:

- The number of children that can be admitted to our nursery is 26.
- The Governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand, we will let Suffolk Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children.
- If there is an increase in the demand for places the Governors may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand.
- Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.
- If there are no places available, we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.
- Sometimes there are fewer places than the number of children wanting them. If this happens, we use these oversubscription criteria to help us decide who will be offered places.

Payment information:

Fees are payable in advance, each half term. Frequent or regular late payment of fees will incur a £10 fine for each week that payments are overdue. Half a term's notice will be required to withdraw your child from the additional nursery place taken.

Late collection: Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to parents at £5.00 for the first 15 minutes and a further £1.00 for each subsequent 5 minute period. The school's record keeping regarding time and lateness will be final.

Oversubscription criteria:

If there are more applications than places available, the applications will be given preference in the following order:

- Children aged three or four years old who have an Education, Health and Care plan which names our school nursery must be offered a place.
- Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
- Children wanting to take their full free entitlement with us.
- Siblings.
- Date of birth- places allocated in each school year group in date of birth order (oldest to youngest).
- Children who are **ordinarily resident** in the catchment area.
- Children of UK service personnel
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers

Under each of the oversubscription criteria above, if there are more children applying than places available, places will be allocated in order according to the distance between the school and the place where the child is ordinarily resident, with those living nearest being admitted first.

Oversubscription criteria: supporting notes:**Previously looked after children:**

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings:

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births:

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident:

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Distance from the school:

We will give priority to the applicants who live nearest to the school as measured by google maps. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

Children of UK service personnel (UK Armed Forces):

The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quartersing area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers:

We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

Tie Break:

If it is not possible to distinguish between applicants in a particular category (a tie break), there will be a random ballot.

Waiting lists:

When a child needs to be placed on a waiting list it will be re-ranked using the over-subscription criteria every time an application is received.

