

# **Hall Green Primary School**



## **Policy for Admission to Nursery**



*YOUR CHANCE TO SHINE*



## **HALL GREEN PRIMARY SCHOOL POLICY FOR NURSERY ADMISSIONS**

### **INTRODUCTION**

This document is a statement of the aims and principles of Hall Green Primary School for ensuring fair admissions to Nursery.

All children are entitled to access 15 hours per week of free nursery education from the beginning of the term after their third birthday.

Hall Green Primary School currently has capacity for at least 26 pupils, offering 15 hours of provision via 5 morning sessions or via 5 afternoon sessions each term-time week. Across both morning and afternoon sessions.

Hall Green Primary School also offer free 30 hour places for 16 children.

If you think you may be eligible for this go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to apply for 30 hours funding.

### **NURSERY TIMES**

The school provides two 3 hour sessions each day as well as a full time session.

Morning Nursery: 8:45am to 11:45am

Afternoon Nursery: 12:30pm to 3:30pm

Full time: 8:45am to 3:30pm

Once a child has been admitted, unless there are exceptional circumstances, we will not change the session they attend.

### **APPLYING FOR A NURSERY PLACE**

- Parents must complete a Nursery Admissions form. These are available from the school's main office or on our school website.
- This completed application must be submitted to the school's main office by the last Friday in the February prior to the September a child is due to start nursery. A dated receipt will be issued as forms are received.

- The application form will include provision for parents to indicate a preference for morning, afternoon or full time sessions but it should be noted that completing this section does not guarantee that the school can accommodate the preference stated.
- During April the school will inform parents and carers that a place has/has not been offered for the following September and which session is being offered.
- Parents must sign and return the documentation which accompanies the offer letter in order to inform the school that they wish to accept the place offered. This acceptance must be received by the date specified in the letter.
- If written acceptance is not received by the date specified, the offer of a place may be revoked and the place offered to another child.
- We strive to only have one admission period in the autumn term, admitting children who have reached their third birthday in the previous academic year. However, if all places are not filled during the autumn term, consideration is given to admitting children who have reached their third birthday in the period between September and December. Any remaining places to be allocated will be offered to children on our waiting list on an age related basis i.e. eldest first.

## **ADMISSIONS CRITERIA**

In the event of over-subscription i.e. a greater number of applications for children reaching their third birthday in the previous academic year than the school has nursery places, the criteria below will be applied in the following order of priority:

1. Children not yet of statutory school age who are already on roll at Hall Green.
2. Children looked after by a local authority or previously looked after children.
3. Children with a sibling attending the school at the time of application and admission.  
For the purposes of these admissions criteria, a sibling is one of the following:
  - A brother or sister
  - A half-brother or half-sister (i.e. share one common parent)
  - A step-brother or step-sister (i.e. related by parents' marriage)
  - Children for whom it can be demonstrated that they are residing permanently at the same address.
4. Children living closest to the nursery. Distances will be calculated in a straight line from the home address to the nursery entrance.

Those children who cannot be offered places will be placed on a waiting list. Places which become available will be allocated to children using the admissions criteria above.

Children whose applications have been received after the deadline (last Friday in February) will also be placed on this waiting list, with the same criteria for admission being applied.

## **ARRANGEMENTS BEFORE STARTING NURSERY**

A home visit will be arranged prior to children being admitted to nursery to give parents and children the opportunity to meet a member of staff from the nursery and gain all the information they need before starting.

A birth certificate or passport must be seen prior to a child being admitted in order to confirm their date of birth and which adults have parental responsibility.

Parents should be aware that regular attendance is expected, if a child does not attend nursery for 19 days then the parents/carers of the child will be called in and asked if they still require the nursery place.

## **ADMISSION TO RECEPTION**

Parents should be aware that securing a place in the nursery class does not have any impact on securing a place in our reception classes. All school admissions other than for nursery classes are administered and controlled by Sandwell Local Authority.

The following link will guide you to the information you need to apply for a reception place in any Sandwell maintained school:

[http://www.sandwell.gov.uk/info/200303/school\\_admissions](http://www.sandwell.gov.uk/info/200303/school_admissions)