

# Nursery Admissions – Policy and Application Form

## POLICY FOR NURSERY ADMISSIONS

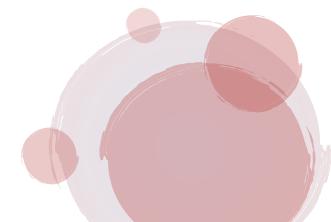
This document a statement of the aims and principles Parkdale Primary School for ensuring fair admissions to Nursery. It was developed in 2021 by staff and governors and reflects the Local Authority (Nottinghamshire) admission criteria.

## NURSERY ADMISSIONS POLICY

Parkdale has a flexible placement nursery class. Depending on the staffing structure at the time, it can take a maximum of 26 or 39 children in the morning session and 26 or 39 children in the afternoon session. At all times, staffing will be organised according to statutory ratios depending on the actual number of children attending each session.

## MAIN SCHOOL ADMISSIONS

Please be aware that this form is for application for a place in Nursery only. Main School Admissions are managed for the school by Notts County Council Admissions and are entirely independent of this process. A place in the Nursery cannot be considered as a criteria for admission to the main school



#### 15 hours

All children are entitled to a free place in an early years educational setting, of which our nursery class is one, from the term after their third birthday. This place is for 15 hours each week during term time. This is based around each child having 5 x 3 hour sessions. They are from 8.30-11.30 am and 12.30-3.30 pm with the option of lunchtime care from 11.30 am-12.30 pm.

#### 30 hours

We are also able to offer up to 30 hours early learning and care to eligible parents. To qualify for the full 30 hours of free childcare, each parent, (or the sole parent in a single parent family), will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold. You can check your eligibility and apply here: <a href="https://www.gov.uk/get-tax-free-childcare">https://www.gov.uk/get-tax-free-childcare</a>

Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when an agreed grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

#### Our admission schedule for nursery aged children is as follows: -

Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.

Parents will be notified that a place is available for their child and the actual starting date no later than half a term in advance.

1. Pupils with 3<sup>rd</sup> birthdays between 1st January and 31st March will be admitted at the beginning of the Summer term (April).

2. Pupils with 3<sup>rd</sup> birthdays between 1st April and 31st August will be admitted at the beginning of Autumn term (September).

3. Pupils with 3<sup>rd</sup> birthdays between 1st September and 31st December will be admitted at the beginning of the Spring term (January).

By prior arrangement between the school Early Years Lead and parents/carers, with the authorisation of the Heqdteacher, children may be admitted earlier, once their 3<sup>rd</sup> birthday has passed. This is dependent on agreement that the child is 'school-ready' and that early admission is in their best interests.

Parents will be asked which 5 sessions (morning or afternoon) they would prefer for their 15 hours funding and if that will involve any lunchtime care. If parents are eligible for 30 hours education and childcare they should also indicate what additional sessions they require. Every effort will be given to offer parents the sessions of their choice.

The option to take a school dinner (cost  $\pounds$ 1.95) is open to all children attending.

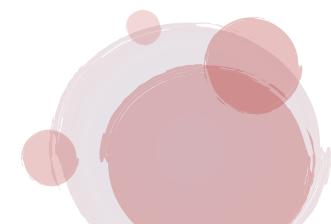
Once a child has been admitted, unless there are exceptional circumstances, we will not change a child's sessions. However, each Summer term, we will ask parents of the children who were admitted in the January and April and who will be continuing in nursery in the September, if they would like to alter their sessions. This is because they may not have received their preferred sessions on entry due to sessions already being full.

Previous sessions allocated in the January and April will be guaranteed for the September including those in addition to 15 hours universal funding. Any alteration in sessions will then be allocated according to the admissions oversubscription criteria detailed in this policy.

A meeting at school will be arranged to give parents and children the opportunity to meet the nursery team.

It will be necessary for a member of the school staff to see the child's birth certificate to confirm date of birth and parental responsibility.

Although we would prefer children to attend nursery for 5 sessions each week we can be flexible with these arrangements if there are places available that are not required by a child wanting to attend for 5 sessions each week.



## **ADMISSIONS CRITERIA**

In the event of over-subscription, the following criteria will be applied, in priority order, to determine which applications will be granted.

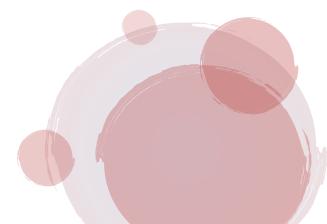
The criteria will be applied first to allocate sessions for the 15 hours of early learning and care and then again to allocate additional sessions up to 30 hours early learning and care.

- 1. Children looked after by a local authority or previously looked after children.
- 2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- 3. Children of staff employed by the Transform Trust at Parkdale Primary School
- 4. Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

a. Those children who, at the time of entry, have a brother or sister attending the primary school.

b. Those children who live closest to the school as calculated on the Notts County Council Admissions system.

- 5. Children living outside the catchment area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school as calculated on the Notts County Council Admission system
- 6. Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school as calculated on the Notts County Council Admissions system
- 7. Within categories 3 to 6, priority will be allocated by term at which the child becomes eligible for 15 (or 30) hours early care.



Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery until the term after he/she becomes five\* However this may not be the most appropriate place for the child if all his/her peers have taken up their Reception place in a separate class within the school or another primary school.

\*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry

#### Non attendance

If a child does not attend nursery for two consecutive weeks and there has been no communication with school, then the parents/carers of the child will be asked if they still require the place.

#### **Paid Sessions**

If there are sessions available after all eligible children have been allocated their hours these will made available to parents for them to pay for.

From September 2021 school will charge  $\pounds 10$  for additional non-funded morning or afternoon sessions.

#### **Toileting and Intimate Care**

**Our Ethos and Principles** While we would typically expect a child to be 'dry' on admission, toileting issues should not prevent any child from accessing education and should a child have toileting needs it is the expectation that schools will address this as part of their holistic education and development.

Toilet Training in Early Years settings must be recognised as intimate care. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people learn to carry out for themselves, but which some are unable to do because of their age, physical difficulties, special needs or ill health.

All children will be supported and encouraged to achieve the highest level of

autonomy that is possible, given their age and ability.

All Staff will be DBS checked and regularly trained regarding child protection and health and safety, (which may include manual handling), to ensure that they are fully aware of infection control, including the need to wear disposable aprons and gloves.

## Toilet training.

This will be planned and agreed in co-operation with the parents/carers.

There will be a written plan, including timing of toilet visits (eg, after snack and lunch times), and who will be responsible for this in the setting (named key person and another adult well known to the child). 1

- There will be liaison with parents/carers to ensure continuity with routines at home
- (Does boy stand or sit? do you use a potty or insert seat? Does your child need help with their clothing?).
- If parents are using 'pull ups' there will be a consideration of individual needs discussion with parents about the reasons for phasing out of these, without causing the child confusion. Many children use pull ups in the same way as a nappy and they can prolong toilet training as a child does not feel that they are wet. They also mean that any accidents do not have to be dealt with straight away, so a child can become confused, especially if they are swapping between pull ups at nursery and pants at home. For individual children, pull ups may still be agreed as the most appropriate option.

When a child has a specific medical or developmental conditions which could impact on toileting management, then advice from the Paediatrician should be sought either by the parent/carer or with permission, the designated adult e.g. teacher or SENCO.

Every child's right to privacy will be respected. Careful consideration will be given as to how many staff might need to be present when a pupil needs help with intimate care.

Parents will be asked to provide all necessary consumables which could include: nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing.

Changes of clothing should be made available by parents/carers.

# APPLYING FOR A PLACE

- You are most welcome to submit the attached application form at your earliest convenience.
  - You are very welcome to call to arrange a visit to see our site and meet the team. During Covid-19 restrictions, we will keep your details and get back to you as soon as we are permitted to have visitors on our site again.
- We will process pending applications and inform you of the outcome no later than the week before the half term of the term previous to that in which your
  - child becomes eligible for a place.
    - For 2023-24, this means:
  - September 2023 starters by Friday 26<sup>th</sup> May 2023
  - January 2024 starters by Friday 20th October 2023
    - April 2024 starters by Friday 9th February 2024

## CONTINUED INTEREST LIST

School will maintain a Continued Interest List. Parents/carers of children who have not been offered a place may opt for their child to be placed on this. As places become available, they will be offered according to the oversubscription criteria.

## COMPLAINTS

Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance and then to the Chair of Governors.

There is no statutory right of appeal.

## Extra support for children with special educational needs

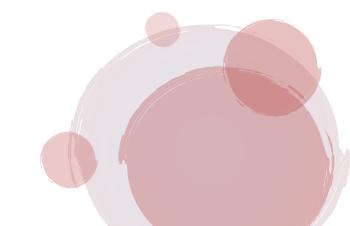
The Local Authority is committed to supporting early years and childcare providers to work towards an inclusive approach and to meet the individual needs of all children.

School can apply for inclusion funding to help with extra staff costs of supporting children with additional needs. For more information, please ask to speak to our SENDCo, Mrs Alex Taylor, who will be able to get information from the Early Years Quality and Attainment Team

# CATCHMENT AREA

You can check if your address is in our catchment area here:

https://www.nottinghamshire.gov.uk/education/school-admissions/schoolcatchment-areas





## PARKDALE PRIMARY SCHOOL NURSERY PLACE APPLICATION

# 1. Child's details

First names																					
Last name:																					
Gender:	M	ale			Fem	ale		0	ate f irth:		Day	/		Мо	nth			Ye	ear		
Home address:																					
														Pos	t co	de:					
Current nursery (if any):																					
Other childre	n ir	n far	nily	tha	t atte	end	Park	dale	e Pri	imai	ry So	choo	bl								
Name:																					
Name:																					
Name:																					

#### 2. Children with additional needs

Does your child have exceptional medical, mobility or social circumstances? Yes No

If 'Yes', please give details and provide a copy of any supporting documents you may have from a doctor, social worker or other relevant professional. Please also let us know if your child has a physical disability which would affect their ability to move around school.

3. Children in care

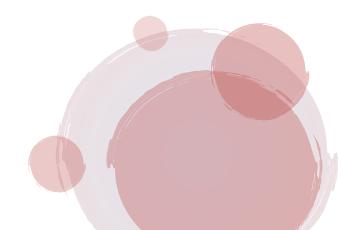
Is your child in the care of a local authority? Yes

If 'Yes', please say which local authority.

Please also provide a letter from the social worker confirming the legal status.

#### 4. Preferences

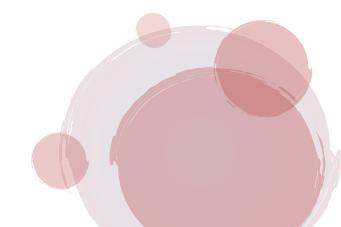
I would prefer for my child to atte	Full Time		Mornings Only	Afternoons only	
If you are entitled to 30 hours free childcare please complete this section:	National Insurance Num	nber	30	hour code fror	m HMRC



No

# 5. Parent/Carer details

					h											
Title:																
First names:			5													
Last name:																
Date of birth of parent/carer abov	/e					<u> </u>			al ins r of p			pove	9			
Relationship I to child:	Mot	her		Fath	ner		Othe (plea state	se								
Home address:																
(if different to the child's																
address)										Pos	t co	de:				
Email address:																
Home/Daytime phone number:																
Mobile phone number:																



#### Important information

- If any of the details about your child change, please tell us immediately.
- By completing this form you are confirming that you wish for your child to attend the nursery at Parkdale Primary School.

You should return the filled-in paper form to the main office **Parkdale Primary School**, **Parkdale Road**, **Nottingham NG4 1BX.** When returning the form you will be asked by the office staff to provide proof of address and proof of birth certificate. Applications will not be processed without these documents. Once the form has been received you will be sent a confirmation letter by post informing of the next steps.

## Declaration and signature of the parent/carer

The above is a true statement of my circumstances. I understand that if I give false information it will put at risk any place offered. I agree to inform Parkdale Primary School of any changes to my circumstances as this may also affect any place offered.

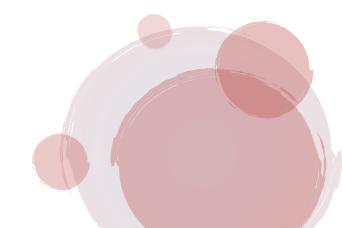
I have read and understood the 'Nursery Admissions Policy'.

Signature: ..... Date: .....

Print Name: .....

**Data Protection** 

The processing of your personal details by Parkdale Primary School is carried out in accordance with the Data Protection Act 1998. The information contained within this form will be used to process your application for a nursery place.



Office use only
Date application received:
Proof of address seen:
Birth certificate seen:
Expected start date://
Signature:
Name and Role:

