

# Pegswood Primary School



## Nursery Admissions Policy May 2019

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Approved by Governors: S. Layton

Date: 21.5.19.

Headteacher: [Signature]

Date: 21.5.19

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## **Pegswood Primary School Nursery Admissions Policy**



This policy will be used to determine admissions to our nursery and all admissions decisions will be justified by reference to the criteria given.

Our Governing Body is responsible for admissions to our nursery which currently offers 78 part time places. Children will attend nursery for either three or five terms prior to their entry into school. They will be admitted following their third birthday.

Children will attend for 15 hours per week, term time only either in the mornings or afternoons, depending on the child's age and numbers currently in Nursery.

The school will keep an application list of pupils seeking admission; children can be added to this list from birth. However, inclusion of a child's name on the list does not constitute a promise of a place.

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

When a school is oversubscribed, after the admission of pupils with EHC plans where the school is named in the plan, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.
3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission.
4. Pupils living outside the catchment area.
5. Pupils on whose behalf preferences are expressed on grounds other than those outlined.

School will write to parents of children to be offered places as soon as possible after the date of allocation confirming the offer of a Nursery place, and detailing the provision available. If demand is very high, applicants may be unsuccessful and they will be informed of this at this time. They will then have the option of being placed on a waiting list.

Parents are given two weeks to accept the offer of a place. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

If there are fewer applications by the allocation date than places available, we will continue to offer places to eligible new applicants as they are received, until Nursery is full.

Admission to a Reception class will be in accordance with Northumberland County Council's Admissions Policy and admission to our Nursery does not constitute any right of entry to our Reception class at Pegswood Primary School.

#### **Document Record**

<b>Version</b>	<b>Reason for Amendments/Update/Review</b>	<b>Date of Adoption by Pegswood Primary School</b>	<b>Date of next review</b>
1.0	New policy and procedure	Jan 2016	Jan 2019
2.0	Review of policy and procedure – no changes	May 2019	May 2022