



Oswald Road Primary School

Nursery Admissions Policy

**Governing Body approved this policy on:
To be reviewed in 2 years.**

Signed: (Headteacher)

Signed: (Chair of Governors)

Introduction to Foundation Stage

Our school's Nursery Staff, who care for the Foundation Stage, are committed to providing a high quality of teaching, and learning to our youngest children - and importantly, to giving them a happy start to their school life. We believe that the foundation stage should allow children to develop their creative and investigative skills in a way that is enjoyable, stimulating and challenging. Through nursery and reception years, play activities are carefully planned and resourced to provide the best learning experience for all our children. The curriculum is focused on supporting and promoting children's all-round development - in areas ranging from personal, social and emotional wellbeing to mathematics, language and communication.

In this way, the nursery aims to ensure that all children are well prepared for their transition to reception year and that ultimately our children will leave the foundation stage confident, independent and ready to take on the world that awaits them.

Priorities for Admissions

Parents/Carers will be clearly informed in the admissions process that full-time places are allocated for the complete academic year.

A full term's notice will be required from any Parent wishing to withdraw their child from any nursery place.

For all children, the first 15 hours per week are free of charge. Following changes to nursery funding made by the Local Authority, some full-time places will continue to be fully funded. Other children will need to pay the nursery for the additional 10 hours.

We will use the similar priorities for admission as those set by the Local Authority for admissions to the main school and they will be *applied to ensure that the nursery is full*. (Parents/Carers should note however that admission to nursery does not guarantee a place in the main school.)

These are:

- 1 Children in Local Authority care
- 2 Children with exceptional medical/social needs
- 3 Siblings of children who already attend Oswald Road Primary School and who are living at the same address and children of staff who have worked at the school for more than two years.
- 4 Distance from the school as measured in a straight line.

Criteria for free full time places [these are set by Manchester LA]

- Free full-time places will only be available to children who are resident in Manchester (defined as children in households paying council tax in Manchester or who are in Local Authority care). A child will be eligible for a free place if s/he:
- Has a home postcode in the 50% most deprived areas in the country using the Income Deprivation Affecting Children Index (IDACI);
- Is in Local Authority Care ('looked after children'), or has been allocated a social worker who has referred the child for a full time place, or has an agreed Child Protection Plan;

- Has a disability or with SEN (as defined by the Local Authority); is in a family with a Family Recovery Model worker who has referred a child for a full-time place, or which has an agreed Family / Parent Action Plan;
- Meets any other criteria advised by the Manchester Childcare Commissioning Team or the City Council;
- Is eligible for free school meals;
- Whose Parents/Carers have a mental health need, or substance misuse issue, or is in a household experiencing domestic abuse, or whose family has a history of repeat presentation to homelessness;
- Whose Parents/Carers are ineligible for some benefits due to citizenship status and are also unable to work

Evidence to support an application for a free full-time place

Appropriate current evidence will be required to support free places offered under these criteria. We will advise Parents/Carers about this. Evidence will be treated in complete confidence, be returned immediately and not be retained by the school.

Costs to Parents/Carers who want a full time place but do not receive a free place

- For all children, the first 15 hours per week are free of charge.
- The additional 2 hours per day will be charged at a rate set each year to cover the gap between LA funding and the costs of a full-time place.
Fees must be paid to the school in advance, through monthly or half termly payments, the dates on which payment is due to be advised by the school.
- No refunds will be made in the case of an individual child's absence
- Places will be withdrawn and re-allocated to children on the waiting list if fees are not paid by the agreed date.

Transition

The school recognises that for young children and their Parents or Carers, the transition to the new environment is a significant and often challenging time. For this reason, our nursery staff will work with all Parents to ensure that an appropriately structured settling-in period is established for each child. It is expected that most children will be happily settled on a full-time basis by the beginning of October. Our staff will take every care to identify individual children who may need a longer period to adapt to the change in environment and will advise Parents/Carers accordingly. Staff will design an appropriate transition programme taking into account Parents and Carers views.

Inclusion

We recognise that each child comes to school from home with different experiences, that no child is like another and that each child in our nursery and reception class needs to be valued and respected in her or his own right. Foundation stage staff will work to identify and meet, where possible, the special and additional needs of individual children through the settling-in period and throughout the early years.

Attendance

The school offers full-time places and a limited number of part-time places for nursery children, to enable them to benefit as much as possible from the full range of curriculum activities, a regular routine and the consistent, focused attention of nursery staff. We have also found that, in our nursery staff's experience, children attending on a regular full-time basis are better able to settle, integrate and thrive in the nursery environment. Children are therefore expected to attend punctually and regularly and Parents or Carers should give early notice to staff if children are going to be absent. If nursery staff become concerned about the level of a child's attendance, this will be discussed with Parents or Carers. In the case of prolonged or regular absence not resulting from special needs or agreed with the Headteacher, the place may be offered to another child.

Communication

The school strongly encourages the involvement of Parents and Carers in their children's education and school life and seeks opportunities to work in partnership with them for the benefit of the children. A successful working partnership is particularly important for ensuring proper support for our youngest children as they establish themselves in the nursery. Parents and Carers will be given opportunities for regular informal and formal communication with nursery staff and should feel welcome at any stage to discuss specific issues or questions with their child's Key Worker. The school welcomes help from any Parents or Carers who would like to offer their skills or experience for the benefit of nursery children. CRB clearance would be required for all regular volunteers.

Applications

- Application forms are available from the school office, to which they should be returned by March 31st 2014. Parents/Carers will be informed by w/e 4th April 2014 if their application has been successful.
- Parents/Carers applying for a full-time place will be informed at the same time whether they qualify for a free full-time place or need to pay the top-up fee.

All Parents must submit an application form, even if the child already has a sibling in the school.

- If a Parent/Carer believes that the treatment of their application has not been in accordance with this policy, they are entitled to use the school's Complaints Procedure.
- *Please note that a successful Nursery application does NOT guarantee a place in the main school. This can only be secured by a successful application to the Local Authority at the appropriate time. The Governing Body is NOT the admissions agent for places in the main school*

