Policy written by:

High Oakham Primary School - headteacher

May 2019

Foundation Stage 1 (Nursery) admissions Policy

High Oakham Primary School

Adopted at the meeting of the Full Governing Body on:

Minute Number: GB/24/21

Signed:



Chair of Governors: Carl Banton

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
1	May 2019	Stephanie Astle - Headteacher	New Policy – May 2019 – following review of Nursery procedures and policies
2	May 2021	"	Review of Policy – May 2021 – changes in dark purple

High Oakham Primary School's Foundation Stage 1 (FS1) class offers a flexible and inclusive approach for children whose parents wish them to access Nursery provision prior to starting school.

High Oakham Primary School FS1 class has 36 places per session for children from the age of 3 and our opening times are from 8.30am until 3.30pm. Our sessions are funded by the Local Authority (Nottinghamshire County Council) and there is also an option to purchase additional hours to complement funded sessions. We work in partnership with local early years and before/after school providers to ensure that your childcare needs can be met. Further information regarding our partnership working is also available on our website.

Children can start at our nursery the term after their third birthday. We offer universal (15 hours) and extended (30 hours) free early years education entitlement flexibly depending on availability and following our admissions criteria below. We also offer 2 year old funded sessions for children who are eligible in the term that they turn three. Parents can decide to take up all or some of their entitlement with us, however, we state there must a minimum of 2 funded sessions (6 hours) taken at our school, not taken in the one day.

We do not place greater importance on either entitlement (15 or 30 hours), we follow the admissions policy which takes into account what provision for each individual child looks like.

We offer parents the opportunity to buy additional nursery hours at a cost of £4 per hour. These sessions can complement the morning or afternoon education sessions and are allocated dependent on availability of hours and considering the needs of the child. If your additional hour is over lunchtime, then a packed lunch must be provided in accordance with healthy eating guidance.

For example, if a child attends a morning session, they could access another 4 hours at a cost of £16 (4 x £4).

A contract will be drawn up for purchasing hours and is supported by our Administration of Additional Hours policy which can be found on our website.

Further information is available on our website about the eligibility for sessions or contact the school office for more details.

www.highoakham.co.uk/admissions/

REGARDLESS OF WHAT ENTITLEMENT YOUR CHILD ACCESSES AT OUR SCHOOL, OUR MAIN PRIORITY WILL BE ALWAYS BE MEETING THE NEEDS OF THE INDIVIDUAL CHILD.

Morning start	8.30am	**PLEASE NOTE: These are the times that we open the school for drop off and/or pick up. In order to ensure the safety of the children, maintain the uninterrupted learning sessions and maintain the ratios of staffing, we will only be opening the doors at these times.** **If other drop off or collection times are needed, then this needs to be agreed previously with the Headteacher and are mainly for work or sibling school time reasons.**
Morning end	11.30am	
Lunchtime hour	11.30am-12.30pm	
Afternoon start	12.30pm	
Afternoon end	3.30pm	

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A contract will be drawn up for purchasing sessions and is supported by our Administration of Additional Hours policy which can be found on our website.

HOW TO APPLY FOR A PLACE

Parents can ring or come into school to put their child's name down from birth or they can express an interest via email leaving details of the child's name, date of birth and their details including parent names and phone numbers and we will be in touch. Visits are warmly welcomed and open days are advertised on our website for everyone to come and have a look around.

WAITING LIST

Parents are encouraged to put their child's name down for nursery as soon as possible, stipulating where possible which session they would prefer their child to access and what type of sessions their child will be eligible for. This helps nursery to predict and therefore plan for different cohort sizes. Please note: you can contact the school office at any time to amend the information on your child's waiting list form.

PLACE ALLOCATION

Parents will be contacted two terms before the child is due to start nursery, asking if parents still require a place and provisional places will be allocated the term before the child starts nursery.

Places will be confirmed via letter, along with transition information as follows:

September starters – during May half term

January starters – during October half term

Easter starters – during February half term

Once confirmation has taken place, the intake period is 'locked down' as the new starter induction process begins. If a new family request a place, then this will be allocated dependent upon availability and then the intake is 'locked down' again and so on. Please note: once the 'lockdown' has been initiated, nobody can 'lose' a place, even if the criteria is greater than the places already allocated.

Parents are expected to respond and accept the place within the time limit set, otherwise they will be taken out of the intake period.

If there is no place available for a child who is eligible for nursery funding, school will contact the parents informing them of this as soon as is possible, and offering them a future date when their child will be offered a place or if available, reduced sessions. We will also work with you to help you find alternative provision if needed through our collaborative work with local early years providers.

Places are allocated following the admissions criteria below.

Visits ready for FS1 - Nursery (Please see our Transition policy for further details)

Your child will be invited to two visit sessions in the term before they attend Nursery accompanied by parents/carers. This allows the child and family to become familiar with the staff and routines in preparation for starting Nursery. We will also host a new starters meeting where we will discuss all information relating to starting at High Oakham Primary School FS 1 – Nursery and complete relevant paperwork. Staff from FS1 will also complete a home visit in the week that the term starts..

CRITERIA FOR ADMISSIONS TO HIGH OAKHAM PRIMARY SCHOOL FS1 (NURSERY)

The waiting list will be organised in date of birth order. As places begin to be allocated, and it is clear that we will be oversubscribed, then the following criteria will be applied:

1. Children, in date of birth order, and are in care, or have a safeguarding plan (in date of birth order)

2. Children, in date of birth order, who have a disability or special educational need or children of forces personnel (in date of birth order)

3. Children, in date of birth order, who are entitled to vulnerable 2 year old funding, children

4. Children, in date of birth order, who have siblings already attending High Oakham Primary School

5. Children, in date of birth order who live in catchment

6. Children, in date of birth order, who live outside of catchment

Criteria for admissions is followed irregardless of when the child's name was put on our waiting list however, after confirmation letters have been sent out for that intake period, it is 'locked down' and from then to the end of that term, places are allocated dependent on availability.

In the case of oversubscription at time of organisation of intake, priority will be given to children following the above criteria.

In summary, High Oakham Primary School FS1 – Nursery offers:

- *15 hour or 30 hours early years entitlement for all 3 and 4 year olds*
- *funded sessions for eligible 2 year olds in the term in which they turn 3.*
- *additional hours which can be purchased to compliment funded sessions for 3 and 4 year olds (this also includes lunchtime sessions)*
- *collaboration with local early years providers to ensure your family's needs are seamlessly met.*

The Governing Body monitor and review all provision at the High Oakham Primary School and determine any changes necessary based upon sustainability and funding issues and have delegate final decision making duties to the Headteacher regarding all admissions to FS1 matters.

Any further concerns, can be dealt with using our complaints procedure which can be found on the school website or on request at the school office.

All information gathered will be dealt with in line with Data Protection regulations and school policies and procedures. See our website for more information.