

Nursery Admissions Policy



The governing body of Whitburn Village Primary School adopted this 'Admissions Policy' in January 2018, it was reviewed February 2019/ 2021 and it will be reviewed again February 2022.

Admissions Arrangements

- Parents may put their child's name down on a "Waiting List" any time following the child's second birthday. Parents will receive a phone call from the Nursery teacher acknowledging receipt of name and confirming details.
- We currently offer a limited number of full day sessions accessed via 30 hours weekly free childcare, this is called an Extended Offer. We also offer morning and afternoon sessions of 15 hours weekly this is called a Universal Offer.
- Eligibility for the additional free hours is determined by HMRC through an online application.
- To meet the criteria for 30 hours free childcare please go to the government's eligibility checker site at <https://childcare-support.tax.service.gov.uk>. Parents who meet the criteria will be given an eligibility code with which to access extended hours of Nursery time.
- We would ask parents to contact the Nursery, should they wish to change their session, or if they no longer need the Nursery place.
- Parents are contacted with "An Expression of Interest" letter early in the term and asked to state their Nursery preferences. We intake in September and January.
- Subsequently during the term prior to entry parents receive a letter making a firm offer of a place in Nursery.
- "Home Visits" and "Stay and Play" sessions take place prior to the child starting Nursery and diary dates are set accordingly.
- Because mornings are popular, these places fill up faster. However, we offer an afternoon place as an alternative, and for the younger children the option to revert to their first choice the following September

Nursery provision is non- statutory, therefore our own criteria must apply with regard to the current L.A. policy. Parents must realise that a place on a waiting list does not guarantee a place in nursery, regardless of the length of time the child's name has been down, and the nursery criteria will be applied. Similarly, a place in Whitburn Village Primary School Nursery does not guarantee a place in school.

Oversubscription Criteria

1. 'Looked after children' meaning children accommodated by the Local Authority
2. Children with diagnosed special educational needs
3. Children who require professional support, e.g. children who have English as a second language
4. Sibling links
5. Shortest distance from the centre of the parental home residence (including flats) to the main Nursery entrance as measured in a straight line using the Local Authority Geographical Information System with those living closer to the Nursery receiving higher priority

The distance measurement will be used as a tie-breaker within each criterion, where necessary.

There is no right of appeal against an offer of a free Early Years place. However, you may contact the Early Years Team if you believe that your child has not received his or her free entitlement
Early Years Team is on 0191 426 8122

Signed: _____ Chair of Governors

Signed: _____ Head Teacher Date: _____