



Nursery Admissions Policy.

This policy was adopted in January 2019 and has been reviewed Feb 2022, it will be reviewed again Feb 2023.

Arrangements.

- Parents can contact school via email, telephone or in person to request an application form, any time following the child's second birthday.
- We currently offer a limited number of full day sessions accessed via 30 hours free childcare, this is called an Extended Offer. We also offer morning and afternoon sessions of 15 hours per week, this is called a Universal offer.
- Eligibility for an Extended Offer (30 hours) is determined through an on line application. Parents go to <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> to check eligibility.
- Parents who meet the criteria will be given an **eligibility code** which will then be verified by school, this needs to happen before children can access extended hours of Nursery time.
- Parents are contacted by letter early in the term prior to children starting, and asked for parental preference – morning / afternoon or all day. We intake pupils in September and January.
- Parents will receive a letter with a firm offer of a place in Nursery during the term prior to entry.
- 'Stay and Play' sessions also take place during this term and diary dates are set accordingly.
- Because mornings are popular these places fill up faster. However, we always offer an afternoon place as an alternative. In due course the younger children (January starters) will be offered the option to revert to their first choice the following September if places are available.

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 the 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 Whitburn Village Primary School.

Oversubscription Criteria.

1. 'Looked after children' meaning children accommodated by the Local Authority.
2. Children 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. The Early Years Team is on 0191 4268122