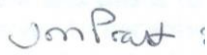




NURSERY ADMISSIONS POLICY

Date this policy was formally reviewed and agreed by the Governing Body:	
Signed on behalf of the Governing Body by:	Jeanne Pratt
Signature:	
Date:	4 TH September 2020

Entitlement

Children who reach their 3rd birthday on or before 31st August of the year they are to be admitted can access 15 hours of their nursery provision per week at Carr Hill. This entitlement is usually taken in five daily sessions of 3 hours.

Application to attend

- Our application form is available by clicking here [Application Form](#). Alternatively you can request the form as a word document by emailing carrhillprimary@gateshead.gov.uk.
- The closing date for applications is 31st January in the year of your child's admission to nursery.
- Applications made after the deadline will be considered after those received by the closing date have been processed, providing there are places available.
- Applications can be made as early as birth and will be held in pre-admission until the child is of the relevant age. In this instance, we will confirm receipt of the application.

Intake

It is always best to fill nursery spaces at the start of an academic year. We therefore have one official nursery intake at the beginning of the Autumn term in September.

If insufficient applications are received to fill the nursery in September, then a second intake will occur in January and, if necessary, a third intake after Easter. In this instance, applications for nursery from the following academic year will be brought forward and certain eligible children born between 1 September and 31 December from that cohort will be offered an additional two terms in line with the oversubscription criteria outlined in this policy. Should spaces still be available at this point, certain eligible children born between 1 January and 31 March from that cohort will be offered one additional term in line with the oversubscription criteria as previously stated.

Allocation of Places and Oversubscription Criteria

If there are fewer applications than there are places available, every child will be offered a place.

Children with an Education, Health & Care Plan, where our school is named, will be offered a place.

If there are more applications than places available, then the following over-subscription rules are applied, and places are offered to children who are ranked highest.

1. Looked After Children in the care of a local authority or children that were looked after by the local authority and have subsequently become subject to an adoption residence or special guardianship order. Evidence of the appropriate order must be submitted.
2. The older the child is, nearer to 3 years, the higher the ranking/priority for their admission.
3. Children who live in the school's catchment area.
4. Children who will have a sibling at the school during the coming academic year.
5. Special reasons such as:
 - a) Family breakdown,
 - b) Three or more children under five years old in one household;
 - c) Children who are at an educational disadvantage because their use of the English language is minimal or non-existent;
 - d) Home accommodation is unsuitable for young children;
 - e) Failure to thrive socially, medically or psychologically;
 - f) Physical, sensory or learning difficulties

If special reasons are to be considered, detailed written information about the child's circumstances will be required.

Admission Process

1. Initial offer letter is sent to parent/carers before the February half term break, asking parent/carer if they still wish to take up the place for their child.
2. Parent/carer must confirm their acceptance of the place on receipt of this letter.
3. Parent/carer and child will be invited to attend pre-school sessions in June. This will allow them to meet the staff, become familiar with our setting and begin to form new friendships with the other children.
4. Our Nursery Teacher will arrange an informal visit to your home to meet you and your child in their own environment.

If we have had to refuse a place because there are more applications than places available, we will keep a waiting list of applicants. If a place becomes available, it will be offered to the applicant on the waiting list who ranks highest in accordance with the oversubscription criteria rules above.

There is no appeal procedure for parents who are unable to get a place for their child in our nursery class.

Attendance at our nursery class does not guarantee a place in our reception class the following year - reception class applications are processed and managed by Gateshead Council and are considered against the local authority's admission criteria with no regard to the nursery that the child attends.