



**LAYFIELD PRIMARY
SCHOOL**

Nursery Admissions Policy

November 2019

Review date: November 2020

Admissions to Nursery at Layfield Primary School are managed by the school. Layfield Primary School Nursery has a capacity of 26 pupils for each morning and afternoon session. This gives a total capacity of 52. As the Reception has capacity for 30 pupils, 30 of the 52 places are prioritised for N2 children to maximise opportunities for our families to access Nursery. Nursery Admissions occur throughout the year, therefore sessions will be allocated to ensure that there is a balance of numbers across the different options.

Stage 1:

Parents expressing an interest in a place for their child in our Nursery will be asked to complete an Application for Layfield Primary Nursery Class Form.

Stage 2:

Once an application has been received the information will be put on to the schools 'Foundation Application List' register. Parents are notified that their application has been registered with a letter advising of the process (See Appendix.1). The letter informs parents that they will be contacted in the half-term preceding the full term before the child's third birthday (giving a minimum of three months notice, possibly up to six months notice) to advise if a place can be offered. The letter includes the admission criteria so that parents can assess the criteria against their own situation.

Stage 3:

The parents are contacted a term and a half before the child's third birthday to either:

Make a firm offer of a place and arrange the sessions. Book a home visit date for nearer the actual admission time.

or

Advise the parent/carers that we are unable to offer a place at this time - parents should be given the option of either removing their details from the list or leaving the application should there be any changes to the situation in the future.

Places will be allocated according to availability as described below.

ADMISSION CRITERIA FOR SEPTEMBER 2019/2020

The Admission Policy will give priority to applications for admission to Nursery if places are oversubscribed (these are in line with the Local Authority Admissions Policies to assist continuity from Nursery to Primary as far as we are able), in the following order:

1. Pupils who are in the care of the Local Authority – Looked After Children.
2. Pupils with complex needs who have been discussed at the Moderating or Statements Panel and been identified as needing a 'named' primary or secondary mainstream school.
3. Pupils who have a brother or sister living at the same address and are still at the school when the pupil begins;
4. Pupils resident within the admission zone who have returned a Nursery Registration Form.

At this point, if there are more preferences from pupils living in the admission zone than there are places available, we will give priority according to the remaining conditions.

5. Pupils who have social or medical reasons for being admitted to the school which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put personal safety at risk.

In all cases corroboration will be sought from independent sources such as a medical specialist who has had continuing involvement over a period of time, social worker, or other professional. It should be noted that places would not be allocated on the basis of aptitude or ability.

6. Pupils who live closest to the particular school measured 'as the crow flies'.
7. Availability of places in N1 and N2 year groups.

Flexible Entitlement and Nursery Session Options

Children aged three years old are entitled to 15 hours in our Nursery setting. At Layfield Primary School this is available in four options:

Option 1: AM Monday- Friday

Option 2: PM Monday - Friday

Option 3: Monday AM, Monday PM, Tuesday AM, Tuesday PM and Wednesday AM. (*Please note that this does not include 45 minutes between the AM and PM session, however, wrap-around care is available from Action For Children (Spring) for a small charge and is subject to availability and pre-booking*).

Option 4: Wednesday PM, Thursday AM, Thursday PM, Friday AM and Friday PM. *(Please note that this does not include 45 minutes between the AM and PM session, however, wrap-around care is available from Action For Children (Spring) for a small charge and is subject to availability and pre-booking).*

Sessions will be allocated by the school depending on availability. Parents will be telephoned by a member of staff in the term before their third birthday and asked if they still require a place. Parents are asked to express their session option. Whilst we endeavour to do our best to accommodate every first choice, it may not always be possible to if demand is high. Places will then be allocated where we have space.

30 Hours Free Childcare

All 3 and 4-year-olds in England already get 15 hours a week of free early education. If you are living and working in England, your 3 or 4-year-old may be entitled to 30 hours free childcare.

At Layfield Primary we offer 15 hours in our school Nursery and parents can access the additional 15 hours from a range of providers:

- SPRING Day Care on the Layfield site
- Child Minders (ask at Layfield Children's Centre for details of local Child Minders)
- Play Groups and Pre-school Settings

To find out more about 30 Hours Free Childcare and to find out if you are eligible, follow these links:

<http://stocktoninformationdirectory.org/kb5/stockton/directory/family.page?familychannel=1010>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>