



## Reading Borough Council - Nursery Admission Policy for Community Schools with a Nursery Class Sept 2018

Date: March 2017  
Review Date: Oct 2018

### **Background Information**

There are two types of maintained nursery provision in Reading. Nursery Schools and Primary Schools with a Nursery Class

All three and four year olds, from September 2010, are entitled to 15 hours free early years education per week for 38 weeks per year at a registered provider. This entitlement commences from the term following their third birthday.

If parents opt to send their child to Wilson Primary School Nursery Class then the following policy covers the admission arrangements to this nursery.

### **Admission Authority**

Reading Borough Council is the admission authority for community schools and therefore sets the admission policies for schools. Reading Borough Council delegates the responsibility of administering the admission process for nursery classes to the governing body of Wilson Primary School. Admissions to the school are part of the co-ordinated admissions scheme and a separate policy covers these arrangements.

### **Admission Committee of the Governing Body**

Each school year the Governing Body establishes a Committee, which has delegated powers to administer nursery admissions. The Governing Body should approve terms of Reference for the Committee annually. It is recommended that the Committee be made up of the following members:

One Governor (not a Staff Governor)

The Headteacher

A member of staff nominated by the Headteacher

The Committee should meet every April to consider all applications for admission to the Nursery, and to decide the allocation of places for the following year. For the purpose of the allocated process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of Birth
- Any information supplied by parents/carers or professionals relating to a request for priority consideration.

Wilson Primary School will ask to see a child's birth certificate to verify name and date of birth. The school will also ask to see a copy of the parents/carers Council Tax Bill for proof of address.

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Governing Body has established a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

### **Places Available**

There are 52 places available in Wilson Primary School, 26 morning places (8.30 - 11.30) and 26 afternoon places (12.15 - 3.15). Other schools in the area also have Nursery places.

### **Attendance**

Your child will be allocated a place either morning or afternoon and attendance will be for 5 sessions per week.

### **Length of stay**

Places are offered before the beginning of the term following the child's third birthday, **providing a place is available**. If there are no places available then a letter will be sent asking if you wish to remain on the waiting list. A place will not be allocated for one term only. If a child is absent for an extended period (ie. more than 4 weeks) without the approval of the Headteacher for holidays or long stays elsewhere, the place will be reallocated.

### **Applications for Nursery Admission**

Parents/carers may apply for a Nursery place at any time (after the child is 2 years old) but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria - see below.

Applications should be received not later than -

**23<sup>rd</sup> March 2018**

Parents/carers will be notified of the allocation of a place in -

**May 2018**

## **Criteria**

Applications for admission for each term are allocated as follows:

1. Children in the care of the local authority
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional
3. Children who have siblings attending the school, starting with the oldest, whose home address is within the designated area of the school (as defined by Reading Borough Council Admissions for Years Reception - 6).
4. Children, starting with the nearest to the school, whose home address is within the designated area of the school.
5. Children, starting with the oldest, who are outside of the designated area of the school.

NB. Any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

## **Late Applications**

Late applications will be considered after all those received on time have been dealt with.

## **Deferring the Place**

If parents/carers do not wish to take up the place offered for that term the place will not be held. Parents will need to re-apply for admission for the following term.

## **Waiting List**

Where it is not possible to offer a child a place they can remain on the waiting list and places will be allocated from that list if places become available during the term. The waiting list will be ranked according to the above criteria, and this will only change if new applications are added during the year.

## **Admission to the School**

There is **NO** automatic admission into the main school from the nursery class. In November 2017 parents/carers will be given a Reading Borough Council application pack and they will need to complete this by 15<sup>th</sup> January 2018. Places in the school will be allocated according to the published co-ordinated admission arrangements. Reading Borough Council will publish the policy in the 2017-2018 guide for parents and carers for primary admissions and early years education. The over-subscription criteria, sadly, does not give any priority to children attending Wilson nursery unit. The letter offering a place at the nursery makes this clear.

## **Definitions explained in line with Reading Borough Council Admissions**

### **Parent**

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

### **Siblings**

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

### **Home Address**

The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. Parents will be asked for a copy of their Council Tax Bill on acceptance of the Nursery Place. Nursery Places will not be confirmed until the school has received a copy of the Council Tax Bill.

### **Children in Care**

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority

### **Multiple Births**

Places are offered according to the criteria. In the event that it is possible to offer a place to one child and not others the school would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.