

Admissions Policy for Nursery (Foundation One)

Policy Monitoring, Evaluation and Review

This policy is effective for all schools within The Mead Educational Trust, The Mead Institute of Professional Learning, the Teaching School Hub, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

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Revision History:

Version	Date	Author	Summary of Changes:
1.0	December 2018	Melanie Miles	New policy.
2.0	December 2019	Melanie Miles	Dates and procedures reviewed.
3.0	August 2020	Melanie Miles	Dates reviewed, and updated Section 6 in relation to home visits.
4.0	June 2021	Melanie Miles	Dates and procedures reviewed, additional clause 3.3, regarding waiting lists for nursery places.
5.0	June 2021	Melanie Miles	Added clause 4.4 regarding filling spaces with children who have turned 3, but not by 1 st September deadline.
6.0	Sep 21	Melanie Miles	Amended dates in 2.1, 3.1, and 4.3 by removing the year of entry, to ensure that the policy addresses future nursery admissions.
7.0	June 2022	Melanie Miles	Section 6: update on home visits and transition
8.0	June 2023	Michelle Woodhouse	Section 8: included link to Leicester City Admissions

Aims

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between nursery classes in TMET.
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- 1.5 To provide high quality child centred nursery education to children and families in our local communities.

1. Nursery sessions options

Parents will need to contact the individual primary school for information regarding session times.

- 2.1 All children entering nursery from September 1st (of the academic year the child turns 4) are eligible to a 15 hour per week funded place.
- 2.2 There is now funding available for children of working parents to an additional 15 hours per week. Parents will need to speak with the individual primary school to ascertain whether this is a viable option. For more information regarding the 30 hours funding parents can go to the GOV.UK website.

2. Criteria for admission to the nursery

- 3.1 Each primary school will offer children a place in their nursery if they have turned 3 prior to September 1st (of the school year the child wishes to join). Where the number of applications for places exceeds the number of places available, children will be offered places using the same oversubscription criteria set out in the school's Admissions Policy, which is available on the school website.
- 3.2 All applicants will be required to complete an application form and hand in to the school office. With the application forms parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). All applicants will receive a letter, during the Spring term, informing them of whether they have a Nursery place.
- 3.3 Parents may contact TMET primary schools directly to request an application form prior to them turning 3, in order to be put on a waiting list for a nursery place. To discuss when you can put your child on the waiting list, speak to the school directly about their application process.

3. Nursery intake

- 3.1 All the nursery classes have an intake in September of children who will be 4 years old during that school year.

- 4.2 The September intake will be staggered over the first 2 to 3 weeks of term.
- 4.3 Any spare places will be allocated during the year, as they become available, providing that the child passed his/her third birthday before September 1st (of the school year the child wishes to join).
- 4.4 Where the school still has spare places in the current cohort that they have been unable to fill then a child may be admitted providing they have passed their third birthday. These children will then complete five terms in nursery.

4. Decisions on places

- 4.1 Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- 4.2 Decisions will be final and there is no right of appeal.
- 4.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to a place in one of the Reception (Foundation Two) Classes.
- 4.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the school year.

5. Home visits and transition

- 5.1 Staff at each school may arrange with parents a home visit either during the latter half of the Summer term or at the beginning of the Autumn term.
- 5.2 Parents will need to ask the individual school what their transition arrangements are. These could include pre-arranged visits to the school or 'getting ready for school' sessions.
- 5.3 Transition for SEND children is organised in conjunction with the 'Early Years Support Team' and will involve the nursery teacher and SENDCo attending a review meeting prior to the child starting in the nursery.

6. Leavers during the year

- 6.1 If a child is withdrawn by their parents from nursery during the school year, we request that parents give the school two weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to a child on the waiting list. If parents later wish their child to return to the nursery, then they will have to reapply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

7. Attendance and loss of nursery place

- 7.1 If attendance and/or punctuality is poor or erratic the nursery teacher will talk to parents and remind them that, for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the demand for places.

- 7.2 If, after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Attendance Officer.
- 7.3 If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- 7.4 If a child is absent for a period of four weeks without any contact from the parents and the school has been unable to make any contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Principal, and a letter explaining the situation will be sent to the parents.

8. Transfer from nursery to reception

- 8.1 All parents and carers must be made aware that a place in the nursery does not guarantee a place in the Reception class and that they must still go through the correct Local Authority Admissions Procedure: [Starting infant or primary school \(leicester.gov.uk\)](http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/starting-infant-or-primary-school)
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- 8.2 The nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.