

Chase Terrace Primary School

Nursery Admissions Arrangements



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**Chase Terrace Primary School Nursery Setting
Admission Policy 2025/2026**

Person Responsible:	Bursar
Approval Body:	Diane Evans (using Chair's Power to Act)
Date of approval:	26 th February 2024
Review date:	February 2025

Aims

- To ensure access and entitlement to the benefit of high quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- To establish an admissions policy governed by clearly defined criteria.
- To ensure as far as possible that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

Criteria for Admission to Nursery

The Nursery will take children from the term after their third birthday. There are 78 places available overall for the 3 points of entry.

If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places.

Oversubscription Criteria

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Chase Terrace Primary.

Exceptional circumstances must relate to Chase Terrace Primary and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend Chase Terrace Primary rather than any other school.

and

Test 2: the child would suffer hardship if they were unable to attend Chase Terrace Primary.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder sibling in attendance at Chase Terrace Primary and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
- 4) Children living within the catchment area of Chase Terrace Primary** see additional notes below.
- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Trust will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Within the above criteria, each application is always considered very carefully on its individual needs.

How to apply

All applicants will be required to complete an application form which is available on the school website or by calling into the school office and return it to the school office as follows: -

- For Autumn Term (September) starters, applications are required by the last Friday in January
- For Spring Term (January) starters, applications are required by the last Friday in September
- For Summer Term (March/April) starters, applications are required by the last Friday in December

We will consider applications received by these date first, however, we are happy to accept applications received at a later date.

Proof of a child's date of birth is required at the time of application, in the form of a birth certificate or passport.

Applicants will receive a letter, informing them of whether they have a Nursery place as follows: -

- For Autumn Term (September) starters, the letter will be issued on the first Friday in March
- For Spring Term (January) starters, the letter will be issued on the first Friday in November
- For Summer Term (March/April) starters, the letter will be issued on the first Friday in February

Part Time and Full Time Places

All children applying to our Nursery are entitled to a part time place (15 hours a week for 38 weeks of the year) from the term after their third birthday. There are 2 different part time options and in your application please indicate your preference:

- Five mornings every day (8.50am to 11.50am).
- Five afternoons every day (12.20pm to 3.20pm)

Full time places will be given to children whose parent(s) qualify for 30 hours' free childcare.

- These hours are 8.50am to 3.20pm. To access these places, you will need an eligibility code and pay a small fee to cover the ½ hour lunchtime provision between morning and afternoon session.

If parents are not eligible for the 30 free hours, then there will be a limited number of places where parents can pay for afternoon sessions to top up from 15 hours. There may also be opportunity to top up for lunchtime sessions until 1.20pm.

It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Nursery will be determined by the oversubscription criteria detailed below.

A child's intake into Nursery may be staggered over the first week.

Decision on Places

Decisions will be made based on the criteria and procedures laid out in this policy.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the Governor's complaints procedure.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

Any spare places will be allocated during the year, as they become available, to children who are in the term after their third birthday or older.

Leavers During the Year

If a child is withdrawn by their parents from Nursery during the school year, parents/carers are requested to provide a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, 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.

Attendance & Loss of Nursery Place

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's Learning Journal.

If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance and/or punctuality with an agreed period, then the child may lose their place. Parents/carers will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents/carers.

Transfer from Nursery into School

A child will remain in Nursery until the end of the academic year in which they are 4 years old.

The offer of a nursery place DOES NOT provide automatic entitlement to admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their home Local Authority.

The Nursery staff will liaise closely with colleagues in Reception to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to the schools as appropriate.