

Sexton's Manor Community Primary School

Nursery Admissions Policy

Autumn 2017

Think, Believe, Achieve

What Nursery provision do we offer?

- Our Nursery takes children from the age of 3. We offer 26 places for 15 hours per week, term time only. Sessions are each morning from 8.40am until 11.40am. Children can be admitted to the nursery at the start of the term following their third birthday if places are available.
- We encourage all children to attend for 5 sessions per week.
- Children may bring a packed lunch and stay from 11.40am until 12.20pm for lunch club. They will be supervised by a member of staff. There is a charge for this session. Please contact the school office for further details.
- We monitor demand for places termly, and Governors may decide to offer a further 13 places for 15 hours per week. at a daily afternoon session. These sessions would be each afternoon from 12.20pm - 3.20pm.

ADMISSION TO THE NURSERY CLASS DOES NOT AUTOMATICALLY GUARANTEE A PLACE AT SEXTON'S MANOR PRIMARY SCHOOL

How do I apply for a place?

- Applications can be made at any time, but must be received by the end of March if you wish your child to start in September. Application forms are available from the school office or can be downloaded [here](#).
- **When will I find out if my child has been issued a place?**
- The offer of places for September will be made at by half term of the Summer term.
- If applicable, the offer of places for January will take place in the Autumn term and the offer of places for April will take place in the Spring term.
- Parents/guardians will need to accept the place in writing on the reply form provided.

How will you decide who to offer a place to?

- Where there are more applications than available places, the following oversubscription criteria will be used to decide which children are offered a place:
 1. Children in Care and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
 2. Children with a sibling at the school when the child is due to be admitted.
 3. Children who are ordinarily resident in the catchment area.
 4. Date of birth, with priority being given to older children.
 5. Children who wish to attend all 5 sessions in a week.

- If there are more applications than can be accommodated using the criteria above, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.(as the crow flies)
- Details of children who are not successful in gaining a space will be held on our ‘Admissions List’
- When filling any remaining spaces mid-term, we will use the ‘Admissions List’ first.
- Should Governors decide to open the Nursery in the afternoon, children on the ‘Admissions List’ will be offered available places first and according to the oversubscription criteria listed above.

Further Detail on Oversubscription Criteria

- **Previously looked after children** includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children’s Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- A **sibling** is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.
- By **ordinarily resident** we mean the place where you child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of application.

If my Application is successful, what else do I need to know?

- Before they start, children are invited to attend Stay and Play sessions with their parent/guardian. These take place in the term prior to starting at the Nursery.
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.
- Children attending the Nursery are not required to wear school uniform, but may do so if they wish.
- Children in the Nursery class share outside space with the Reception class and are able to play and learn together.
- For more details, and to see pictures, please look at the Nursery Class page on the school website: www.sextonsmanorschool.com

Supporting Notes

- We will not permit children to continue with any allocated nursery place at Sexton’s Manor Primary School beyond the end of the current school year (July) in which they turn four. At this age, although not necessarily of statutory school age, they must apply and be allocated a school place in order to remain at Sexton’s Manor Primary School.
- Parents/guardians who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Sexton’s Manor Primary School offers.
- Parents/guardians will be asked for the child’s birth certificate and proof of address.

- Applications may be submitted at any time, but the allocation of places uses the criteria set out above and is **not** done on a first come, first served basis.
- Historically, most places are filled in the first round of applications in September, so please apply by the end of March to avoid disappointment.
- Since places in the Nursery class are limited, parents/guardians are advised that a poor record of attendance without good cause may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- The adult who accompanies the child will need to ensure that they register the child at the beginning of each sessions and make their presence known to staff when they collect their child.
- Parents/guardians will be asked to provide two emergency contact numbers.

Policy to Governors Autumn 2017
Review Autumn 2018