



Courthouse Green Primary School

Nursery Admissions Policy

January 2024

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Introduction

This policy will be used to determine admissions to Courthouse Green Nursery. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions, it is essential that all admissions decisions can be justified by reference to the following criteria. Responsibility for making decisions regarding nursery admissions lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

We run two nursery sessions:

AM: 8.45am to 11.45am

PM: 12.15pm to 3.15pm

The nursery is committed to providing the highest standards of care and education to children aged from 2 to 4 years old. Currently we provide a maximum of 39 places in each of the nursery sessions including a maximum of 16 full time places.

We currently offer the following provision:

15 Hours per week free child care for two year old children

The government provides 15 hours per week free nursery provision for children who are eligible. Parents/ carers must be in receipt of certain benefits to qualify, more information can be found on the GOV website.

15 Hours per week free child care for three/ four year old children

The government provides 15 hours per week free nursery provision for all children, after they turn three years old. Funding is available starting the term after the child's 3rd birthday.

30 Hour funded places*

Subject to certain criteria, the government provides 30 hours funding per week for 3 and 4 year old children from working families. We currently offer a limited number of 30 hour places.

**30 hours funded children start at 8.45am and finish at 3.15pm. Parents are required to pay for the 30 minute period between 2:45-3:15pm.*

We have three admission intakes per year – at the beginning of each term, subject to availability. The number of places for each provision is strictly controlled to ensure that maximum numbers are not exceeded. Children already attending nursery will have priority for changing their provision, for example moving from 15 hours to 30 hours provision, over those on the waiting list.

Allocation of Places

We have three intakes per year (subject to availability). Applications must be submitted three weeks prior to the beginning of the term in which they wish their child to start. The applications submitted will be considered and the parents informed as soon as possible after that. Parents can submit applications earlier although no priority will be given to these applications.

In the event of there being more applications than places available, the follow criteria will be applied:

Priority 1 – Looked After children

Children who, at the time of admission, are currently in the care of a Local Authority or are provided with accommodation by the authority (Looked After Children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order.

A child who is “looked after” by the Children’s Services Department (in accordance with Section 22 of the Children’s Act 1989)

Priority 2 – Vulnerable Children (Social or Medical)

Where there is a strong social or medical reason to attend the school, supported by written confirmation from a doctor, social or key worker or other relevant independent professional. This may include:

Children under CAF
SEN children
EAL

Priority 3 – Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Courthouse Green Primary School the following academic year.

Priority 4 – Other children.

If it is not possible to meet all of the requests in any one of the above categories described above, the school will prioritise the requests by reference to distance from the school, based on a straight line measurement from the entrance of the home address to the school.

If a child is offered a place, parents must confirm their acceptance to the school within the agreed deadline otherwise the school may have to refuse places for other children unnecessarily. The final decision on whether a child is admitted rests with the headteacher.

Other information

1. Applying for a place in Year R (FS2)

Admission to a reception class will be in accordance with the City Council’s admissions Policy for community and controlled infant and primary schools.

Admission to Courthouse Green Nursery does not constitute any right of entry to the primary school, and places will be allocated according to the City Council’s admissions policy. Parents have the right not to send their children to school until the beginning of the term following their fifth birthday. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes (i.e. the September of the school year concerned).

2. Transport

Transport from home to the unit/school will only be provided where the child has been directed to the placement as part of an SEN assessment or statement against agreed

criteria. In such circumstances, transport can only be recommended following an assessment of individual need by the Inclusion Branch of the Children Services Department.

3. Schools and those with parental responsibility for a child:

(Guidance from the Department for Children, Schools and Families)

The definition of a parent in the Education Acts includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for
- a child or young person; and
- any person who, although not a natural parent, has care of a child or young person.

Having *parental responsibility* means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. It is defined by the Children Act 1989. It gives parents the legal right to make decisions and choices, such as where the child will live or go to school etc. If the parents were married to each other at the time of a child's birth, or if they have been married to each other at any time since the child's conception, they each have parental responsibility. Having care of a child or young person means that a person who the child lives with, irrespective of what their relationship is with the child, is considered to be a parent in education law.

Monitoring and Review

This policy will be reviewed every year or sooner as required.

Date approved by governors:

Date to be reviewed: January 2025