

Shirehampton Primary School
Nursery Admission Policy

A child can be admitted into a nursery class at either the start of the term following the child's third birthday or the day the child is 3 years old.

It should be noted that admissions to any nursery even those attached to a school does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education.

The Nursery class operates four different session times of at least 3.0 hours each day. This means that children can either attend in the morning or in the afternoon or for 2.5 days. Children attend for either 5 morning sessions, 5 afternoon sessions or all day Monday and Tuesday and Wednesday morning or Wednesday afternoon and all day Thursday and Friday per week. The Nursery class operates on a term time only basis (38 weeks a year).

Parents wishing their child to attend our nursery setting are encouraged to register with the school office as soon as possible. The school will send out application forms to all registered parents at the end of February, before a September start and asked for these to be returned to the school promptly if a place is still required. The school will endeavour to inform parents by letter of the outcome of their application during April. If a child is offered a place parents must confirm acceptance by the date stipulated by the school. The final decision on when the child is admitted, and the allocation of afternoon or morning sessions rests with the Head Teacher and governing body of the school.

The LA has delegated the admissions of Nursery children to the Governors who will consider all applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

Step 1 – Admission groups:

- A. Children living in the local area of the school, typically Shirehampton, Avonmouth, Sea Mills and Lawrence Weston, recommended for a nursery place at that school by an allocated Social Worker or as part of an action plan agreed by a multi-disciplinary group, for example a Team Around the Family (TAF) or children who are the subject of adoption and special guardianship orders who were previously looked after by the Local Authority.
- B. Children born between 1 September 2013 and 31 August 2014 who live within the local area.
- C. Children born between 1 September 2013 and 31 August 2014 who live outside the local area.

Step 2 - Admission criteria:

If there are more nursery applications than places within the admission group that the school has reached, the school's admission criteria will be used to decide which children can be offered a place within that group. **Available places are those places available after existing parents (those who have a child attending our U3s provision or our Nursery class) have indicated their preference against their entitlement for the following term.** The school will offer places in the following priority:

- 1. Children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order.
- 2. Children with a professionally supported exceptional medical need or exceptional social need for a place at Shirehampton Primary School Nursery class, as decided by the school's governing body.
- 3. Brothers and sisters of children on the roll at the school on the date of admission.
- 4. Children in order of straight line distance from home to school as measured by Google maps.

Tie Breaker: If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Google maps.

Step 3 – Criteria for deciding type of place offered:

Having applied the school's criteria, the Governors of SPS have agreed that the following process shall be followed to determine the offer of part-time places (15 and 30 hours free childcare) and enhanced provision places (4.5 days).

The school will offer 15 x 30 hour places and 50 x 15 hour places. All of these places are free as they are funded via the 30 hours and 15 universal hours tax free childcare scheme supported by the Government. As the free entitlement only provides staffing and premises costs, school expects parents to provide either a packed lunch or purchase a school lunch, nappies (if needed) and wipes. Although we try to provide most school trips free there are occasions where there will be a cost to parents; this will ensure our costs are covered.

The 15 x 30 hour places shall be offered as 8am to 3:30pm Monday, Tuesday, Thursday and Friday (children are expected to attend breakfast club arriving between 8am to 8:20am. Parents can purchase breakfast for their child if they wish) and the 50 x 15 hour places as either morning places (am), afternoon places (pm) or 2.5 days which is either all day Monday and Tuesday and Wednesday morning or Wednesday afternoon and all day Thursday and Friday.

1. Applications received by the end of March shall be given a ranking from 1 to the number of applications received using the criteria described.
2. The first 15 applicants indicating 30 hours provision as their preference on the application, including existing parents, shall be offered a 30 hour place. This will be subject to parents meeting the eligibility criteria (see school application form for details) and providing the school with the valid, unique code allocated to the child by the HMRC. A child who becomes ineligible during the second half of a term will be funded until the end of the following term or as long as they remain under Compulsory School Age, whichever is shorter. It is the responsibility of the parent/s to ensure their child's code doesn't lapse. If it does your child's 30 hour place may be at risk.

Date child becomes ineligible	End of Grace Period + Funding of Extra Free Hours
1 st September to 21 st October	31 st December
22 nd October to 31 st December	31 st March
1 st January to 10 th February	31 st March
11 th February to 31 st March	31 st August
1 st April to 26 th May	31 st August
27 th May to 31 st August	31 st December

3. 15 hour places shall be offered to the remainder of applicants, in rank order, according to the first preference indicated on their application, up to the point where our maximum number of 35 children per session is reached.
4. If an applicant's first preference is full they will be offered their second preference.
5. Places shall be offered to applicants in April. Applicants must accept or decline the offer within 10 days of the date on the offer letter. Failure to do so will result in the offer being withdrawn.
6. Following the first round of offers, any places not taken up, whether for 30 or 15 hours, shall be reoffered to applicants who did not receive their first preference, in line with the process above and without regard to any interim statement of acceptance.
7. Applications received after the end of March deadline will be kept on file and added to the end of the waiting list once the main cycle of offers and acceptances has been concluded.