Rudheath Primary Academy
Nursery Admissions Policy

Admissions

- The Board of Governors of Rudheath Primary Academy have decided that the majority of places at the Nursery will be offered on a full-time basis. The Nursery is 52 place Nursery, meaning that there are 26 Morning and 26 Afternoon places to be allocated.

Registration for Admission to Nursery

- All parents are requested to register pupils as soon as possible as this will assist the school in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age.
- Attendance at the nursery **does not guarantee a place in Reception** and parents need to apply for the Reception admission separately by applying directly to the local authority.

Timings and Procedures regarding Nursery Admission

- Parents will be asked to confirm their wish for a place for their child in Nursery as follows:
    - September intake – in February
    - **If any places are available for further intakes**, this will be as follows:
        - January intake – in October
        - Easter intake – in January

- The school will inform parents if a place is available at the nursery as follows:
    - September intake – in May
    - January intake – in November
    - Easter Intake – in March

- Where applications for nursery exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.
    - The child's age.
    - Children looked after (or previously looked after) by the local authority.
    - Children with Special Educational Needs or an EHCP to a maximum of five places in total will be allocated in discussion with the Local Authority.
    - Children wanting to attend for 15+ hours
    - Children whose parents are staff members at Rudheath Primary Academy and Nursery.
    - Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)
    - Other children - Those living, at the date of application or confirmation, nearer to the school measured in a straight-line distance from the school being given priority. (See Appendix A for definition of a child's home address for children with parents with shared responsibility, living with each for part of the week)

- Children will be eligible to commence Nursery in the term after their 3rd birthday (if a space is available).
- Children are admitted without reference to ability or aptitude.

Universal Entitlement

- Every child is entitled to 15 hours free funding which can be spread across the week. Any extra hours, over and above the 15 hour per week universal entitlement, will be charged for unless parents are eligible for Extended Entitlement (see below). Invoices are issued at the start of the term and must be paid by the agreed date (shown on the invoice) via ParentPay at a rate agreed by the Board of

Governors. Please note that that non-payment or arrears of the invoice may result in a loss of the child's place.

Other Information Regarding Admissions

- Fully completed Admission Forms are required for each child entering the school. The information on the forms is always essential to the interest of each child's welfare, particularly in the case of emergency.
- A copy of the child's birth certificate must be seen by a member of the admissions team and accounted for on the admission form.
- In the event of non-admission, the school will provide a reason for the decision.
- The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.
- The Nursery sessions run:
    - 08.45am -11.45am (session 1)
    - 11:45am – 12.15pm midday (lunch)
    - 12:15pm – 15:15pm (session 2)
- In accepting a place, it is expected that children will attend all agreed sessions each week.
- Lunchtime supervision is not included as part of the funded hours.
- School covers the lunchtime supervision costs.
- There are a maximum of 52 places for the Nursery. There will be a minimum ratio of one adult to 13 children with a minimum of two adults, one of whom will be a fully qualified teacher.
- If the September intake is full, unsuccessful applicants will be placed on a waiting list.
- Parents will be informed if they have not got a place in the Nursery:
    - October half-term -> January Intake
    - February half-term -> April Intake
    - May half-term -> September Intake
- Those who will still be eligible for Nursery admission in the following September will then be invited to apply again for that intake.
- Since places in the Nursery 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 18 years. The adult who accompanies the child will need to ensure that they register the child at the beginning of each session and make their presence known to staff when they collect a child.

Appendix A

- **Definition of a Sibling.** 'Brother/sisters living at the same address including stepbrothers/sisters and children in foster care within a family unit'
- **Definition of a child's home address for children with parents with shared responsibility, living with each for part of the week.** The home address for a child whose circumstances are described above will be the address that the child lives at for the majority of the week, including weekends. Evidence to support this may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.

Reviewed March 2025

Chair of Governors..... Headteacher.....

Date.....

Agreed at the FGB meeting on 5th February 2020

Reviewed at the FGB meeting on 20th March 2025