

# Killamarsh Infant and Nursery School



**Killamarsh Infant and Nursery School**

**Admissions Policy**

**2018-2019**

## **Nursery Provision**

All nursery age children are entitled to 15 hours of free funding per week. We aim to be as flexible as possible with our provision options in order to support families. We offer 26 spaces per session and four provision options:

- Option 1 – all day Monday, all day Tuesday, Wednesday morning
- Option 2 – Wednesday afternoon, all day Thursday, all day Friday
- Option 3 – Monday to Friday mornings
- Option 4 – Monday to Friday afternoons

As of September 2017, working families may be eligible to get up to 30 hours of free childcare a week if they meet the following criteria:

- Both parents must be working (or the sole parent in a single parent family)
- Each parent must have a weekly income equivalent to 16 hours at national minimum or living wage
- Neither parent has an income of more than £100,000 per year

We allocate a limited number of spaces to the 30 hours of free funding and offer them to qualifying children the full term after their third birthday, if spaces are available.

Extra sessions can also be purchased at £10 per session, subject to availability.

The school reserves the right not to run an option on offer if it is not subscribed adequately.

## **Nursery Waiting List**

We ask parents to register their child on our nursery waiting list as soon as possible as this will assist the school in making future plans. We require you to state on the waiting list form which provision option you would prefer for your child and also state any additional sessions you would like to request (e.g. 30 hours funding or purchased sessions). Parents should contact the school office to complete a nursery waiting list form. (Please note, registering your child on our nursery waiting list does not guarantee them a place when the child reaches nursery admission age).

## **Criteria for Admissions to Nursery**

In the event of over-subscription, the following criteria (in priority order) will be applied to determine which applications will be granted for the intake that has reached nursery admission age.

The criteria will be applied first to allocate sessions for the 15 hours of funding and then again to allocate additional sessions for the 30 hours of funding and the purchasing of additional sessions.

1. Children looked after by the local authority, or previously looked after children. (Or any instances where there is a safeguarding plan in place).
2. Children who live in the catchment area of Killamarsh Infant and Nursery School.
3. Children who live outside the catchment area of Killamarsh Infant and Nursery School but have one or more siblings at the school.
4. All other children.

### **Admissions to Nursery**

The above criteria will be applied to children on the nursery waiting list when they become nursery admission age. We welcome children to start nursery the half-term after their third birthday and will notify parents in writing to confirm the provision they have been allocated. The timings for this procedure are outlined below:

If the child's 3 <sup>rd</sup> Birthday is between...	The child will be due to start nursery in...	And their parent will be informed in writing by...
3 <sup>rd</sup> September – 4 <sup>th</sup> November	November 2018	September 30 <sup>th</sup>
5 <sup>th</sup> November – 6 <sup>th</sup> January	January 2019	November 30 <sup>th</sup>
7 <sup>th</sup> January – 24 <sup>th</sup> February	February 2019	January 31 <sup>st</sup>
25 <sup>th</sup> February – 28 <sup>th</sup> April	April/May 2019	March 31 <sup>st</sup>
29 <sup>th</sup> April – 2 <sup>nd</sup> June	June 2019	May 10 <sup>th</sup>
3 <sup>rd</sup> June – 2 <sup>nd</sup> September	September 2019	June 30 <sup>th</sup>

Please note: the child's actual start date will be confirmed when parents are notified in writing. The above timetable will be influenced by school INSET days and the provision your child has been allocated.

### **School Procedure for Nursery Admissions**

The following information outlines the procedure the school office and the EYFS leader will follow for nursery admissions:

- Parent completes nursery waiting list form at the school office. School office ensures parent indicates on the form their preference for provision option and, if applicable, their request for sessions beyond the 15 hours of funded provision.
- School office staff file the nursery waiting list form in the nursery waiting list folder in the school office.
- In the first week of every half term the school office will give the EYFS leader the details of all children on the waiting list who are due to start the following half term (see timescale in the table above). The details of these children will have been put into order by the school office using the criteria above.
- The EYFS leader will allocate sessions to these children on the nursery provision document.
- The EYFS leader will inform parents in writing of the provision their child has been allocated by the date detailed in the table above (this letter will also contain details of the home visit date and time).
- The EYFS leader will share the home visit timetable with the school office.
- The school office will give the EYFS leader any home visit reply slips returned to the school (or will forward details of children whose parents have responded via email or phone call).
- The school office will prepare the nursery welcome pack in time for the home visits.
- The EYFS leader and a nursery TA will carry out the home visits.

## **Admissions to School**

Children are admitted to infant school in line with Derbyshire County Council's admissions policy. If your child was born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 they will be eligible to start school (Reception) in September 2019.

Parents will be able to make their application on the Derbyshire County Council website from 12<sup>th</sup> November 2018. (The closing date for applications is the 15<sup>th</sup> January 2019).

Parents will receive their offer on 16<sup>th</sup> April 2019. If you are unhappy with the decision you can make an appeal on the Derbyshire County Council website.

The criteria below will be used to fairly allocate children to their school place:

1. Children looked after by the local authority, or previously looked after children. (Or any instances where there is a safeguarding plan in place).
2. Children who live in the catchment area of Killamarsh Infant and Nursery School.
3. Children who live outside the catchment area of Killamarsh Infant and Nursery School but have one or more siblings at the school.

## **School Open Afternoon**

We understand that choosing an infant school for your child is a big decision and so to help you make your choice we warmly welcome you to visit us at Killamarsh Infant and Nursery School to have a look around and gather the information you need to help you decide. This year's open afternoon will be held on 17<sup>th</sup> October 2018 at 1:30pm.

## **'In-Year' Applications**

Your child may need to move schools at a time other than when they are due to start infant school. This may be, for example, because you are moving address. You can apply online to change schools during the school year. This is called an 'in-year' application for admission to school and can be found online at the Derbyshire County Council website.



# Killamarsh Infant and Nursery School

## Nursery School Waiting List Application

Child's Name: ..... DOB: .....

Address: .....

.....Post Code: .....

Parents' names: ..... / .....

Telephone contact numbers: ..... / .....

Name of any siblings in School .....

Which nursery provision would you be interested in for your child?

(Please circle)

- Option 1 - all day Monday, all day Tuesday, Wednesday morning
- Option 2 - Wednesday afternoon, all day Thursday, all day Friday
- Option 3 - Monday to Friday mornings
- Option 4 - Monday to Friday afternoons

We allocate a limited number of 30 hours free funded places for children of eligible parents the full term after the child's third birthday. If this is something you would be interested in please let us know.

Extra sessions can also be purchased at £10 per session, subject to availability.

Is there anything else you would like to tell us about your child:

Thank you. Please return the form to the School Office.

Office use only:

Date inputted on RM: .....

Child eligible from: ..... Staff: .....

Policy written by Headteacher and EYFS Leader

Policy shared with and approved by school governors

Signature of governor \_\_\_\_\_ Date \_\_\_\_\_

This policy will be reviewed annually. Next review: July 2019