

# Gwladys Street Community Primary and Nursery



## Foundation 1(Nursery) Admissions Policy & Procedure

<b>Approved by:</b>	Full Governors	<b>Date:</b> September 2024
<b>Last reviewed on:</b>	September 2024	
<b>Next review due by:</b>	September 2025	

## SCHOOL AIMS

We want our school to be one: -

1. Where everyone has access to an engaging, creative and challenging curriculum that promotes a love of learning.
2. Where everyone feels safe, happy and secure in our learning community.
3. Where everyone works in partnership with the wider school community.
4. Where Golden Opportunities are provided in an Inclusive Setting.
5. Where everyone respects each other and works as a team to achieve our GOALS.
6. Where children develop lively, enquiring minds, self-confidence and independence.
7. Where a healthy lifestyle and positive, spiritual and moral values are promoted.

## ADMISSIONS POLICY AND PROCEDURE

Our aim of this policy is to provide a fair and just admission procedure free from any discrimination for all children and to set out the procedure to be followed when a new child applies to joins our setting.

### Free childcare arrangements

All 3 and 4-year-olds can get 15 hours free childcare per week, and up to 30 hours per week for eligible working families.

#### 15 hours free childcare - universal funding

All 3 and 4-year-old children can get 15 hours of free childcare or early education a week, 38 weeks per year. This can be administered over three terms or stretched out to suit your needs. This universal funding applies to all families, no matter how much you earn.

#### 30 hours free childcare - extended funding

3 and 4 year-old children from working families can get an extra 15 hours a week of free childcare, so 30 hours in total. This can be administered over three terms or stretched out to suit your needs. You won't be eligible for this extended entitlement if you or your partner earn £100,000 or more. Visit [Childcare Choices](#) for full eligibility criteria.

More details can be found at;

<https://liverpool.gov.uk/children-and-families/early-years-and-childcare/free-early-learning-for-3-and-4-year-olds/>

## ADMISSIONS PROCEDURE

At Gwladys Street Community Primary and Nursery, we have 3 intakes per year. September, January and after the spring break.

A child can begin our Nursery the term after they turn 3 years old.

The school can accommodate a **maximum of 52** children per morning or afternoon session. However, depending on the needs of the cohort, the number of places may be reduced through discussion with the Headteacher and the Governors.

Morning sessions – 8:30am – 11:30am

Afternoon sessions – 12:30pm – 3:30pm

Through a discussion with the class teacher, we will accommodate places based on a pupil needs.

## **Application Process for eligible pupils**

### **Waiting List**

Parents may register their interest in a place at the nursery at any time following their child's birth, by contacting the school office. The child's birth certificate will be required as proof of their date of birth. These children will be entered on a waiting list to be considered for a place when they reach the appropriate age. Placing a child's name on the waiting list does not guarantee that a place will become available for the child. The date on which a child was added to the waiting list will not be taken into consideration when places are offered.

### **Offering Places**

The main point of entry to the nursery will be in September each year. Places for the September entry will be offered during the preceding Summer term to children who will be three by 31st August of that year. If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria. Places will be offered by contacting parents by letter or telephone using the contact details provided. If no response is received within 4 weeks of making the offer, the place may be offered to another child on the waiting list.

Children become eligible from the term after their third birthday, until statutory school age:

- Children born between 1 January and 31 March become eligible from 1 April
- Children born between 1 April and 31 August become eligible from 1 September
- Children born between 1 September and 31 December become eligible from 1 January

If there are more children on the waiting list than places available, priority will be given by the Governors in line with the Oversubscription Criteria.

### **Oversubscription Criteria**

1. Children who are 'Looked after' in accordance with section 22 of the Children Act 1989.
2. Children who are on the Child Protection Register and live in the normal area served by the school.
3. Children who are living in the normal catchment area of the school and have siblings of compulsory school age attending the school at the time of admission.
4. Children where there is outside agency involvement and live in the normal catchment area served by the school.
5. Children from the normal catchment area of the school.
6. Children from the wider area of the school order who have siblings attending school at the time of admission.
7. Children from the wider area of the school.

If there are more children within a category than there are places available, places will be allocated in date of birth order, starting with the oldest child. Children who have an

education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.

### **Withdrawing offers**

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

Offers made on the basis of fraudulent applications

Offers made on the basis of intentionally misleading applications

Parents not responding to an offer within four weeks

A child is in receipt of more than their entitlement of nursery education

A family registering their child at two maintained settings

- Poor attendance will result in places being revoke and offered to others due to high levels of demand in the area.

### **Refusal of admission**

A child is only refused admission if one of the following criteria are met:

The nursery has reached its admissions limit

The child is not of the appropriate age

Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

### **Admissions Process**

- Prospective parents and carers must call the school office to inquire about a place in our Nursery. The Admissions Officer will establish whether a space is available or if our Foundation 1 setting is full based on numbers and staff ratios.

A visit is arranged with the Induction Team, which can include the SENDCo and/or Inclusion Manager, Designated Safeguarding Lead, Attendance Officer and EAL Manager, to show prospective families around and answering any questions they have.

An 'expression of interest' form will be completed by the family giving details of the days and times they would like their child to attend. A brief information booklet is provided at this point and more detailed information prior to admission.

Information will be given to parents/carers at this point regarding fees.

Every effort will be made to accommodate children wishing to attend preschool, while adhering to requirements from Ofsted.

Any child who has had their first immunisations or is at the age of first immunisations will be eligible to attend.

Our admissions are based on a waiting list system, priority will be given to those who have been on the waiting list longest.

Adult: child ratio's must be adhered to at all times,

The place being offered must be financially beneficial for the preschool or must not make us run at a loss.

No child or family will be discriminated against on the grounds of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Prior to the admission we will require a completed personal details form.

When the place has been confirmed we will arrange a series of 3 induction visits (see settling in policy). At this stage a contract must be signed and all other necessary information must be provided.

Children's confidential contact information, medical records, dietary requirements and permission slips will be stored in a locked cupboard and must be in place before start date.

⊃ Applications will be considered with within a week of being received.

⊃ Parents will be contacted to acknowledge receipt and advise them of the availability of a place, or when a place may become available.

⊃ If a child is on a waiting list the family will be contacted at regular intervals to ask if they still require the place & to keep them informed of the situation.

⊃ The receipt of all enquiries/ applications will be recorded and dated.

### **Admission to Reception**

Children who attend the Nursery do not have an automatic place in the Reception classes at Gwladys Street and should apply through Liverpool City Council central admissions. This can be done following this link <https://liverpool.gov.uk/schools-and-learning/school-admissions/how-to-apply/>

The application period for reception admissions is normally during the Autumn term following the child's 3rd birthday. It is the responsibility of the parents to apply for a school place. See the School Admission Policy for more details.

### **Transition Arrangements**

Gwladys Street Community Primary and Nursery School aim to ensure a smooth transition between Nurseries, or between Nursery and Reception class, whichever Nursery or school the child attends. Parents are invited to visit the school / Nursery prior to the transition.

Our Early Years Lead and a member of the Senior Leadership Team will carry out a 'Home visit'. This is to discuss any needs your child may have and to see them in a familiar environment to them.

Nursery children and their parents will be invited to visit the nursery for a short visit before starting with us. This will then build as a phased start to ensure your child settles quickly.