



*Inspire Education Trust*  
Together we achieve, individually we grow

## Nursery Admission Policy



## **NURSERY ADMISSIONS POLICY**

The Inspire Education Trust has adopted the Local Authority Admissions Policy.

### **General Information**

The location of nursery provision in Coventry has been determined according to a number of factors, including social need, population of children birth to five and geographical accessibility.

The area from which admissions are drawn should, in the first instance, reflect the catchment area of the school.

However, not all primary schools have an attached nursery and therefore those that do have a nursery are expected to serve the wider community in which they are based.

When new children join the nursery, it is important that parents/carers are made aware of any differences there may be between the designated area of the nursery and the catchment area of the primary school

### **Nursery Admissions Policy**

The City Council's policy is that nursery education must be made available to all children. It is the policy of the City Council to offer part-time places to children in the year prior to their entry to school i.e. the September following their third birthday, thus offering children one year of nursery education.

Where there are multiple spaces in the Nursery after the September admission a child can be considered for a place in a nursery class from the start of the term following the child's third birthday. This will normally be for three terms prior to entry into mainstream school.

Children should not be admitted at any other time in the year except under exceptional circumstances i.e the family has moved into Coventry, or have moved to a different area of the city.

### **Hearsall Academy**

Nursery has 26 part-time places and operates two sessions normally of 3 hours each day. This means that 26 children can attend in the morning and 26 children can attend in the afternoon. Thirty hour funded places are also available. Children attend for six free hours a day. We also offer flexible nursery provision across the week in order to meet parental needs. We admit children to Nursery at the start of each term. The child needs to have had their third birthday by August 31<sup>st</sup> for a September start, by the 30<sup>th</sup> December for a January start and by 31<sup>st</sup> March for the start of the Summer Term.

In our school, additional childcare is available in order to support parents requiring additional hours

care. Children can attend Before and After School Club as required.

Parents/carers must complete an application form containing all the necessary information for a nursery place and, on receipt of the application, the child/ren's name can be placed on a waiting list. The information must be treated as confidential and in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018.

All parents/carers who have made an application for a place in the school's nursery should receive written confirmation of the place or be informed that the application was unsuccessful due to oversubscription. They must also be given details of their right to appeal should their letter state they were unsuccessful in obtaining a place.

The Local Governing Body of the school will oversee the admissions process to the nursery.

Where the nursery is oversubscribed, the sub-committee will meet before the beginning of the Summer Term so that parents can be given sufficient notice of the availability of a place.

### **Appeals for Unsuccessful Applicants**

Where a parent wishes to appeal against the decision, this should be done in writing to the Chair of the Board.

The Chair should convene a meeting of the sub-committee responsible for overseeing the nursery admissions process.

The sub-committee must consider the parent's/carer's appeal and agree a response.

The response should clearly demonstrate how the criteria was applied state the outcome, and how that outcome was reached.

A response should be made to the parent/carer within 15 school days

### **Nursery Education Entitlement**

Children are currently entitled to 15 or 30 hours per week.

A child may only have a place at one LA nursery. Where a child also attends a Private or Voluntary sector setting, parents/carers should be made aware that the child is not eligible for Nursery Education Funding in that setting if they take up their full entitlement in the school nursery.

However, a parent/carer may choose for their child to receive their entitlement by attending two settings. This is often the case when a parent/carer needs extended care to support them in accessing employment or training.

Parents/carers wishing to split the entitlement must be given equal consideration as those applying for a place at the school nursery only.

## Allocation of Nursery Places

Where there are more applications for a place in the nursery than the admission limit, places should be offered in accordance with an agreed criteria.

The criteria for allocating nursery places to children who live within the boundary of Coventry LA are for individual Governing Bodies to determine. They should be reasonable and non-discriminatory.

They must not be on the basis of which school children are likely to attend after the age of 4, nor on the basis of their faith or denomination. Consideration should also be given to the needs of transient children.

Criteria (in order of priority) should include:

1. Children in the care of the local authority (Children Looked After)
2. Children who live in the designated area for the school nursery who will have an elder sibling attending the school while they are in the nursery;
3. Children living in the designated area for the nursery;
4. Children living outside the designated area who will have an elder sibling attending the school while they are in the nursery;
5. Children whose primary daytime carer lives in the designated area for the nursery;
6. Other children living nearest to the school measured in a straight line;  
(Please note that the Schools Admissions Team are able to provide distance measurements)

Detailed records of how each application is assessed should be retained in order that a consistent approach to the admissions process can be evidenced.

These details should be -

- Name of child
- Listed in priority order
- Place allocated (yes/no)
- Referenced to the criteria

The records may also be referred to should a parent/carers appeal against the decision.

## Wraparound Provision at Hearsall

As well as offering the statutory 15/30 sessions each day we also are able to offer wraparound sessions which are paid sessions provided by the school. Information about these will be sent to you with your written confirmation from the school.

Parents who access Wraparound are able to access the following sessions:-

Breakfast Club: 7:45am - 8:30am  
Lunch Club 11:30am - 12:30pm  
After School Club 3:30pm - 6:00pm

Parents/carers may choose any combination of the above alongside their statutory entitlement.

Date of approval: Spring Term 2020

Signature: Head of Education, Primary

Signature: Chair of Board of Directors

Renewal Date: Spring Term 2022

## Admissions to Nursery Classes

