

Admissions Policy (from September 2014)

1 Aims

To make available information regarding the admissions process when seeking a place at All Saints' Primary School Nursery Kittens and Kitten Tots Classes.

To provide high quality child centred nursery education within a Christian environment, to children and families in the defined catchment area of Alrewas, Fradley, Barton and Edingale.

2 Entitlement

The entitlement for each child of 15 hours free education for 38 weeks per year during term time is made available to every child when successfully gaining a place in the school designated nursery class. This is the same for both Kittens and Kitten Tots. However, for Kitten Tots it will depend on a number of flexible spaces being available.

3 Nursery Session options

Kittens:

| PLACEMENT STRUCTURE AVAILABLE | OPTION 1 | OPTION 2 | OPTION 3 | OPTION 4 | OPTION 5 |
|-------------------------------|---|--------------------------------|---|---|---|
| | 3x Full Days (5 hour blocks) | 5x mornings (3 hour blocks) | 5x afternoons (3 hour blocks) | 2 x full days and 1 morning (3 hour blocks) | 2 x full days and 1 afternoon (3 hour blocks) |
| SESSION TIMES | 9.00 am-3.00pm (including 1 hour extra to fit the nursery day) | 9.00am-12.00pm | 12.00 -3.00pm (including lunch time) | 9.00am – 3.00pm X2 9.00 am– 12.00pm | 9.00am-3.00pm X2 12.00pm-3.00pm |
| ALLOCATION PER WEEK | 18 HOURS FREE 15 hrs + 3hrs | 15 HOURS FREE | 15 HOURS FREE | 15 HOURS FREE | 15 HOURS FREE |

Kitten Tots:

| | | |
|---|--|---|
| If the child is born between or before: | They are eligible for a free part-time place in the term following their 3 rd birthday. | Applications can be made at any time but should be received by the school office no later than: |
| 1 st September – 31 st December | Start of Spring Term (after Christmas). | End of October. |
| 1 st January – 31 st March | Start of Summer Term (After Easter). | End of January. |

Kitten Tots places will be offered in 3 hour blocks in the following ways:

| Morning (1 session) | Afternoon (1 session) | Full day (2 sessions) | Combination of full day and/or AM and PM | Additional hours (charged) |
|---------------------|-----------------------------------|----------------------------------|--|-----------------------------------|
| 9am – 12pm | 12pm – 3pm (including lunch time) | 9am – 3pm (including lunch time) | Up to a maximum of 5 sessions | £12.50 per session or £25 per day |

4 Admission Number

The admission number is set by the Local Education Authority and is limited to 26 part time places for Kittens. For Kitten Tots the admission is set taking into consideration the staffing levels and physical limitations of the room.

5 Application Process

Kittens:

Parents may apply for a place in the class for the academic year in which their child turns 4 years of age. Application forms are available from the school office or on the Staffordshire County Council website to download in the January before the September intake. The closing date for applications to school will be published at this time and is normally around the beginning of March. The Local Authority will notify parents, around the beginning of May, as to whether applications have been successful.

Late applications can be made directly to school after this date and any remaining places will be allocated by the Head Teacher.

Kitten Tots:

Parents may apply at any time for a place for their child. Applications should be made using the application forms available from school, and submitted to the school office. Parents should ensure they read the Admissions Policy before they apply and complete the appropriate application form. Parents will be notified if a place is available for their child in accordance with the time frame in Section 3 above. Applications will be allocated by the school and the Governing Body. (Curriculum Committee.)

6 Criteria for Admission to Kittens and Kitten Tots

If the total number of applications exceeds the number of available places, the following criteria will be applied to allocate the places:

6.1 Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).

6.2 Children living within the defined catchment for the school nursery class.

6.3 Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date.

For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.

6.4 Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This request must clearly justify, for health

reasons only, why it is better for the child's health to attend our nursery. Exceptional circumstances must relate to the choice of nursery and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report, (obtained by the applicant and provided at the point of application) e.g. social worker, justifying why it is better for the child to attend All Saints' Governor run nursery rather than any other nursery.

Test 2: the child would suffer hardship if they were unable to attend the nursery setting. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different setting. Parents must provide detailed information about both the type and severity of any likely hardship, at the time of application.

6.5 Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight line.

7 Allocation of Preferred Sessions

Parents will be asked to indicate preferences with regard to both the pattern of sessions and days preferred. Account will be taken of parental preferences and any reasons provided, however places are allocated subject to availability and no guarantee can be offered. If the preferred sessions are unavailable, alternative sessions will be offered. Parents are referred to the *Placement into Kittens and Kittens Tots Policy* for further details.

8 Decision on places

Decisions will be made on the criteria and procedures laid out in the Local Authority admissions policy for Kittens. For Kitten Tots the decision will be made by the school.

There is no right of appeal in the event of an unsuccessful application.

The offer of a place in Kitten Tots does not guarantee entry to the maintained Nursery (i.e. Kittens), or the main school. Allocation of places for Kittens or the main school (i.e. Reception Class), are to be made to the Local Education Authority. Children who attend a full day or afternoon session will need to purchase a school dinner or bring a packed lunch.

9 Leavers during the year

If a child is withdrawn either in part or fully by their parents from either setting during the school year, a minimum of 4 weeks written notice must be given. The place of a child who has been withdrawn cannot be held open for a trial period and will be reallocated.

If parents later wish their child to return, they will have to re-apply for a place and the application will be considered according to the criteria set out in Section 6 unless there are special circumstances. The fact that a child has previously been in either setting will not influence the decision to offer a place.

10 Attendance and loss of place

If attendance and punctuality is poor or erratic the teacher will, in the first instance, attempt to speak to the parents. Details of this conversation will be recorded and dated in the child's folder.

If after a period of two weeks there is no sustained improvement a letter will be sent to the parents inviting them to attend a meeting with the Head Teacher.

In the event that the parents do not attend this meeting or there is no sustained improvement in attendance the Head teacher may withdraw the place. This decision will be communicated to the parents in writing.

If a child is absent for a period of three weeks without contact from the parents and the school has been unable to make contact within this time, the place may be withdrawn and reallocated. The decision will be that of the Head Teacher, and communicated in writing to the parents.

Version: September 2013

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Governor approval

Signed

Date

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