



NURSERY ADMISSIONS POLICY

WORMHOLT PARK PRIMARY SCHOOL



Article 31

Every child has the right to play

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Nursery Admissions Policy

We believe that all young children should have an equal opportunity to access high quality, Early Years Education.

The 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 Nursery.

Our Nursery offers full-time and part-time places for three and four year olds. Full-time places are dependent on the 30 hour code eligibility. Children will leave Nursery at the end of the academic year they turn four years old.

Admissions criteria for Wormholt Park School Nursery

If there are more applications than places, preference will be given to children in the following order

Proof of a child's date of birth and home address is required before the final offer is made, in the form of a child's short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer's name).

1. Children in public care (those looked after by a local authority under section 22 of the Children Act 1989).
2. Children defined as being in priority need within the categories of need defined by the Children Act 1989 or as having an otherwise professionally supported exceptional education, medical or social need.
3. Children of staff who have been employed at the school for two or more years at time the application for admission is made.
4. Children who have a brother or sister already in the school. If there are more children with siblings in the school than places available, places will be allocated to those children with siblings who live nearest to the school in terms of walking distance.
5. Children who live nearest the school in terms of walking distance.

Application Process

All children are entitled to 15 hours free nursery education.

A child is deemed to be of nursery-age from their third birthday.

Parents may register their interest in a place at the nursery at any time during the year following their child's second birthday.

Application forms can be obtained from the main office or on the school's website.

The school office will be in contact when we are able to offer your child a place. An initial phone call will be made to offer the place. If there is no response, this is followed up a week later with a

phone call and a letter. This is repeated a week later, stating that the offer will be withdrawn if we have no response in one week.

Home-visits will take place before the child begins Nursery.

Children will begin a staggered entry on an agreed date after their third birthday. This process may take a few days or longer, depending on individual children.

Full-time Places

Children with the 30-hour code are will be eligible for a full time place. **Families who qualify for the additional 15 hours are expected to apply for the code and pass this on to the school.**

Once we have received the 30-hour code, we will be able to offer a full time place. This policy will be reviewed annually.

Criteria to stay for a half-day session or full day if full-time. Your child should be able to:

1. Separate from carer easily.
2. Move independently and safely around the indoor and outdoor environment.
3. Respond to adults.
- 4.

Please be advised that your child may remain part-time for some time and you may need to have child-care arrangements in place. For some children it may be appropriate that they receive more intense support over a shorter periods (1:1 or 1:2) and so may not attend for a full session. If your child were then to progress to be able to manage without increased supervision, then the time they would be able to attend could be increased. Please see below.

Special Educational Needs in the nursery

Following the SEND Code of Practice, nursery staff have a duty to inform families when they are making special educational provision for their child. Nursery staff will work with families to support early identification of any additional needs a child may have, with collaboration with families for prompt referrals to external support agencies. The SENCo will work with families about the support the school and local authority can provide.

In order to maintain health and safety of all children and staff, and for the progress of all children in the nursery, we will use our very best endeavours to provide what the child needs. However, the school reserves the right to alter a child's timetable depending on the child's additional need and available staffing. If, due to staffing restrictions due to additional needs of other children in the setting, we feel that the level of the child's need is such that we can only offer a reduced timetable, we will speak with families. We will also notify the local authority if appropriate.

For some children, it may be appropriate to write an individual risk assessment. This will be shared with families.

Nursery staff will formulate individualised programmes for children with additional needs. These will be shared with parents and reviewed. The best outcomes for children are seen when strategies discussed with families are implemented and supported at home.

If a parent expresses a concern about their child's development, the school will listen and respond, discussing any appropriate actions and referrals.

Attendance and Loss of Nursery Place

If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual. If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers, explaining that their child's attendance/punctuality must improve. If, following the letter, there is no sustained improvement in attendance and/or punctuality, then the child may lose their place. Parent/carer will be notified of the loss of place in writing

Reception Places

A place in the Nursery does not guarantee a place in Reception. Parents/Carers must still go through the correct Hammersmith and Fulham Admissions Procedure.