

PRE SCHOOL ADMISSIONS POLICY

The Ashington Learning Partnership Governing Body is responsible for setting the Admissions Policy for the Pre School classes attached to Bothal Primary and Central Primary School. We aim to have a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. The criteria for admission reflects the available provision within the wider community and not just the schools' catchment areas.

We have the following places available:

Central Primary:

- 48 part-time places in our 2 year old provision Little Learners
- 156 part-time Nursery places

Bothal Primary:

- 40 part-time places in our 2 year old provision Little Learners
- 104 part-time Nursery places

Application to Little Learners

Free Child Care – Parents should contact the Local Authority to see if they are eligible for Free Child Care by telephoning 01670 623592 or email fis@northumberland.gov.uk. If eligible you will receive a letter from the Local Authority which must be produced, together with a copy of the child's birth certificate, when applying for a free place. Children can access a place the term after their second birthday.

Paid Provision – Places are currently available for paying families in Little Learners. To access a paying place parents must register their details with the school. Places are offered as they become available. As far as possible we aim to match the relevant sessions requested. Children can access a place from the day of their second birthday.

Application to Nursery

Parents should apply to the Primary School for their child to be admitted in the term following the child's third birthday. Please note parents should complete an application for Nursery even if their child has been attending Little Learners.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

The closing date for receipt of applications for Nursery in September 2017 is 31st October 2016. Letters confirming a place in Nursery will be posted to parents in the spring term. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications forms for Little Learners and Nursery can be obtained from the website or school offices:

Central Primary School Milburn Road Ashington NE63 0AX Tel: 01670 810570 www.centralprimary.org.uk	Bothal Primary School Wansbeck Road Ashington NE63 8JQ Tel: 01670 812324 www.bothalprimary.org
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Admission to Little Learners

Priority is given to those children who are eligible for a free funded place. If available, places will be allocated to paying families on a first come first served basis until the provision is full.

Admission to Nursery

A child who is three years old by 31st August will normally be admitted part-time to Nursery in the September following their third birthday. Depending on availability, children will be allocated a morning or afternoon place or 2½ days at the beginning or end of the week.

In Year Admissions to Nursery

If spaces are available, they will be allocated in January and April to those children who have reached their third birthday by 31st December and 31st March respectively. See 'Allocation of Places and Admission Criteria for Nursery' below.

Those children who have had a paid place at Little Learners may be able to retain their paid place, **provided** there is a space available that is not required for funded children, until their September Nursery admission date.

The Nursery Admission Process

1. When the offer of a place is made, parents will have the opportunity to review their first choice of session times.
2. Parents should confirm their acceptance of a place after they have received an offer letter.
3. Parents will be invited to visit the Nursery and need the staff, discuss their child's needs and ask any questions they may have.
4. All families will be offered a home visit prior to the child's start date. The home visit helps the child to make connections between home and school and to settle confidently.
5. The induction period into Nursery will be led by the child and in agreement with the parent. Some children may settle very quickly and attend their full sessions immediately; some children may take a little longer to settle and may need more induction session which will include visits with their parent and shorter sessions.
6. Most children will attend the Nursery for one year and progress to Bothal or Central Primary School the following September when they are 4 years old.

Allocation of Places and Admission Criteria for Nursery

The following criteria is used to decide upon eligibility for a place, where the number of applications exceeds the admission limit:

1. Pupils who have a statement of special educational need which specifies the school applied for, provided the school can meet those needs.
2. Looked after children (LAC) or previously LAC who are in the care of the local authority.
3. Children already accessing their 2 year old free entitlement at Little Learners provision. (NB this does not include those children accessing paid day care.)
4. Pupils who have a sibling already attending any school within the ALP who will still be attending that school on the expected admission date.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.

5. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday - Friday) during term time. Where there is a clear 50/50 split parents should decide.

Resident in catchment

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise the child's birth certificate and a utility bill dated within 3 months of application. In the case of a false address being submitted any offer of a Nursery place will be withdrawn.

6. Children of staff

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children of UK Service personnel

A place will be allocated in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

8. Pupils with exceptional medical or social needs supported by evidence in appropriate professional or medical reports that specifies the school applied for.

Notification of medical need

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted by **31st October** and will be treated confidentially.

9. Applications from children who meet none of the criteria above.

Tie Breaker

If in any category, there are more children than places available; places will be determined by reference to order of birth; eldest first. If there are any children with identical dates or birth the child living nearest to the school will be given preference. In the case of multiple births children will be treated as one admission.

Admission into Bothal or Central Primary School

Parents of children attending Bothal or Central Nurseries must apply if they wish their child to be admitted into that school's Reception class. The application will be considered alongside all other applications using the criteria set out in the ALP Admissions policy.

Application forms for Nursery can be obtained from the school office:

Chair of ALP:

Date:

Date:	11/3/16
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Author:	N Lumley
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