



Reading Borough Council - Nursery Admission Policy for Community Schools with a Nursery Class 2016 - 2017

Background Information

There are two types of maintained nursery provision in Reading.

5 Nursery Schools

17 Community Schools with a Nursery Class

All three and four year olds, from September 2010, are entitled to 15 hours free early years education per week for 38 weeks per year at a registered provider. This entitlement commences from the term following their third birthday.

If parents opt to send their child to a nursery class at a community primary school then the following policy covers the admission arrangements to these classes.

Admission Authority

Reading Borough Council is the admission authority for community schools and therefore sets the admission policies for these schools. Reading Borough Council delegates the responsibility of administering the admission process for nursery classes to the governing bodies of these schools. Admissions to the school are part of the co-ordinated admissions scheme and a separate policy covers these arrangements.

Admission Committee of the Governing Body

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, the Governing Body should establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

The Head teacher will provide updates on admissions procedures and practice, numbers on role and numbers on waiting lists at each committee meeting.

Places Available

The total number of places available for each Nursery Class at a community school is as follows:

	Total Number of Places Available
Alfred Sutton Primary School	52
Battle Primary School	60
Churchend Primary School	52
Coley Primary School	60
E P Collier Primary School	52
Geoffrey Field Infant School	52
George Palmer Primary School	78
Katesgrove Primary School	78

Manor Primary School	78
Moorlands Primary School	52
New Town Primary School	52
Oxford Road Primary School	52
Ranikhet Primary School	78
Redlands Primary School	40
The Ridgeway Primary School	52
Whitley Park Infant School	156
Wilson Primary School	52

The number of places available may be subject to further discussions with school. The places available each term will vary.

Attendance

Attendance will be for 5 sessions per week – either every morning or every afternoon although flexible hours may be available at some nursery classes.

Children who will be 4 on 31 August 2014, may attend part-time from September 2014 because their parents/carers have opted to keep them in nursery class instead of attending a reception class in another setting, subject to Headteachers agreement.

Length of stay

Places are offered before the beginning of the term following the child's third birthday. A place will not normally be allocated for one term only. If a child is absent for an extended period (ie. more than 4 weeks) without the approval of the Headteacher for holidays or long stays elsewhere, the place will be reallocated.

Applications for admission

Parents seeking a place at the school should complete the standard Reading Borough Council application form.

Parents/carers may apply for a Nursery place at any time and individual schools will advise parents on their procedures but places will not be allocated by length of time on the list. Places will be offered according to the published admission criteria.

The school, in agreement with the Governing Body, should agree a timetable for receipt of application forms and notification to parents/carers and the following dates are recommended:

Applications should be received not later than –

For the Autumn Term 2016	Friday 19 May 2016
For the Spring Term 2017	Friday 21 October 2016
For the Summer Term 2017	Friday 10 February 2017

Parents/carers will be notified of the allocation of a place **no later than**–

For the Autumn Term 2016	Monday 12 June 2016
For the Spring Term 2017	Monday 14 November 2016
For the Summer Term 2017	Monday 13 March 2017

Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent/carer can demonstrate good reason why their application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order –

1. Children in the care of the local authority.
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional
3. Children, starting with the oldest, whose home address is within the designated area of the nursery class **where the school has a designated area for nursery admissions**
4. Children who have a sibling(s) who will still be attending the nursery/school at the time of admission.
5. Oldest child by date of birth

NB. Any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

If the parents of a child with a statement of special educational needs nominate Oxford Road Community School, that child will be allocated a place at the school before all other applicants.

Deferring the Place

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following term.

Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list and places will be allocated from the list as they become available during the term. The waiting list must be ranked according to the oversubscription criteria and may change if late applications are added.

Parents will be informed in writing if it is not possible to offer a place in the nursery class.

Admission to the School

There is no automatic admission into the main school from a nursery class. At the appropriate time parents/carers will need to complete a Reading Borough Council application form and places in the school will be allocated according to the published co-ordinated admission arrangements. The over-subscription criteria do not give any priority to children attending the nursery unit. The letter offering a place at the nursery must make this clear.

Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

Siblings

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

Home Address

The home address is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

Children in Care

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority

Multiple Births

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.

Nursery Admissions – October 2012 Updated Sept 2016