



Learning and Growing Together,
Hand in Hand

Nursery Admissions Policy

Reviewed: July 2017

Next Review: Summer Term 2019

Written by Mrs C Sturmev

Policy confirmed by the Governing Body of Grace Mary Primary School on:

Date:

Headteacher Signature:

Chair of Governors Signature

A child will be eligible for admission to the Nursery class as they turn 3 years old. Admission is subject to an application being made and places being available.

There are 26 full time equivalent places in the Nursery (per session), with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hour place. We offer four different models for the allocation of these places subject to availability. The models we offer are:-

Model	Times	Hours	Additional information	Allocated places
A Full Day	8:30 – 3:00pm	30 hours + lunch times	- Government funded 30 hours - Additional Lunch time prices – £2.50 per day for pupils bringing a packed lunch. £4.50 per day for pupils having a school lunch	There will be 6 places offered from either Model A or B.
B Full Day	8:30 – 3:00pm	30 hours +	NON Government funded (see Nursery Day fees)	This will be allocated on a first come basis. Pupils who are unable to obtain a 30 hour place can have names put onto a waiting list.
C Session 1 4-5yr olds	8:30 – 11:30am	15 hours	Government funded - 15 hours	26 pupils <i>Maximum number</i>
D Session 2 3-4yr olds	12:00 – 3pm	15 hours	Government funded - 15 hours	26 pupils <i>Maximum number</i>

**Addition wrap around care outside nursery times see Kidz Club fees.*

Where a family does NOT qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hrs childcare per week to be charged at the published rate determined by the school's governing body, Please see www.gracemary.co.uk

for more details on the qualification criteria.

The Local Authority has delegated the admission of Nursery children to the Local Governing Committee of the school. Parents wishing to apply for a place must complete the application form and submit it directly to Grace Mary Primary School when their child is two years old.

Places will be offered in accordance with the following order of priority:

1. Looked after children or previously looked after children
2. Children with a brother or sister at the school during the academic year of proposed admission.
3. Children without a brother or sister at the school.

Please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

The Governors expect that parents applying for places for their children will accept and uphold the attendance policy for our school, where the expectation is pupils attend every day. If a nursery child misses 10 days during a half term without any viable explanation, a meeting will be called with the school attendance officer and this could lead to the nursery place being revoked. We are in strong demand with a waiting list.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible.

Parents will be advised of a place the term before they are due to start with a start date and other important dates.

- Early Year's staff will conduct a home visit before hand.
- Visit to the nursery will be organised.

Children currently attending Grace Mary's Nursery will continue their Nursery education in September 2017, irrespective of the admission criteria above. We have initially split the age bands into 3–4 year olds attending afternoon sessions and 4-5year olds attending morning sessions. If it is the parents' wish for their child to attend the opposite age band allocated sessions the school will make every effort to accommodate your preference but this cannot be guaranteed.

Admission to the school's Nursery does not guarantee admission to the Reception class at our school. Applications for Reception must be made on a separate application through Sandwell Council and be submitted by the statutory deadline in order to be considered.