

Selly Oak Nursery School



Admissions Policy 2017-2018

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 15 - Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 18 - Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by giving them the help they need, especially if the child's parents work.

Article 28 - Every child has the right to an education. Primary education must be free. Secondary

Education must be available to every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

- Admission to Nursery School is usually in the term following the child's third birthday. If places are not filled by the end of September, a place may be offered to a child in the term immediately preceding their third birthday, on a case by case basis.
- Subject to eligibility (see the criteria below), consideration will be given to admitting a child during the term of their third birthday subject to the agreement of the Headteacher.
- The places available are equivalent to 104 part time (15 hours) children.
- On request, an enquiry booklet will be given to parents/carers, which has basic information about the school and contains a registration form.
- On submission of the completed form the following documents are required:
 - Full original birth certificate
 - Medical card / NHS number
 - Proof of address (council tax bill, mortgage statement or rental agreement)
- The closing date for applications is determined by the Nursery in conjunction with Kings Norton Consortium, currently a date late December / early January. Prior to this date, the school will contact all families on the list to ensure a place is still required.
- Letters will be sent out on a date determined in conjunction with Kings Norton Consortium to parents who have registered with the School.
- If the school is oversubscribed at this point the following criteria is followed:

Priority is given to children who meet the following criteria:

1. Children who are already in attendance at the school following a mid-year admission
2. Local Authority criteria for FREE full-time place:
Children need to meet **ONE** of the following criteria:

- Children with a Child Protection Plan or are subject to a section 47 Child Protection investigation, or a section 17 Children in Need plan.
 - Children in Birmingham City Council Local Authority Care.
 - Children subject to a special guardianship order.
 - Children identified as in need of early help through an fCAF and have in place a family support plan.
 - Children with diagnosed Disabilities who have an Education, Health and Care plan (or are in the process of) and/or are in receipt of Disability benefit. Or children who have been referred to or by a Child Development Centre/equivalent specialist education agency.
 - Children from families where their physical accommodation places the child at risk of harm.
 - Children whose parents/carers need support as a result of their physical disability, learning disability, mental health problem or illness.
 - Parent/carer in prison.
 - Children from families experiencing domestic violence or drug/alcohol abuse.
 - Children who are in the first stages of language development.
 - Children from families with no recourse to public funds.
- Children in exceptional circumstances around a safeguarding/vulnerable situation need not covered by the above.

3. Children who live nearest to the School. Measured as a straight line to the front (main reception) entrance to the school

Religious or denominational allegiance

Religious or denominational allegiance will not affect the priority given to a child's access to a nursery place.

Home addresses

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

- i) Owned by the child's parent(s), or the person with parental responsibility for the child;
 - ii) Leased to or rented by the child's parent(s), or the person with parental responsibility
- Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a place is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, that place is liable to be withdrawn

The Head Teacher will attempt to ensure no places are left unfilled.

SHOULD PLACES BE UNFILLED IN SEPTEMBER, A PLACE MAY BE OFFERED TO A CHILD IN THE TERM IMMEDIATELY PRECEDING THEIR THIRD BIRTHDAY, ON A CASE BY CASE BASIS.

- Once the place is accepted by letter, dates are given for the following during the Summer Term:
 - Visits to school by the parent and child
 - Parents evening Induction Dates
 - Details of events for the Summer term
 - Home visit dates
 - Arrangements for September
- At the Parents evening Induction Session the following takes place:
 - Talk by the Head Teacher and Deputy Head Teacher about the philosophy of the nursery and the Early Years Foundation Stage Curriculum
 - Explanation of the School Prospectus
 - Video of the Nursery experiences
 - General Information Pack
 - An opportunity to complete any outstanding forms
 - An opportunity to order school uniform
 - An opportunity to talk to Out of School club staff and look at prospectus

Mid Year Admissions

- Should places be unfilled following the September intake, the school is able to fill places, in the Spring Term with children who had their third birthday between September and December, or in the Summer Term with children who had their third birthday between January and April. Alternatively, a place may be offered to a child in the term immediately preceding their third birthday, on a case by case basis.
- Children will be offered places using the criteria detailed earlier within this Policy

Once the place is accepted by letter, dates for induction will be arranged during November/December for the January intake, and February/March for the April intake.

Agreed by Selly Oak Nursery School Governing Body on

Signed

Review date