

# **West Berkshire Council Nursery Admissions Policy for Community and Voluntary Controlled Schools 2013/14**

## **NURSERY ADMISSIONS ARRANGEMENTS 2013/14**

### **POLICY PROCESS**

- This policy applies to Community Nursery Schools and Nursery Classes at Community and Voluntary Controlled Schools in West Berkshire for the 2013/14 academic year
- Governing Bodies of Voluntary Aided Schools with Nursery Classes will receive recommendation to adopt a similar policy with an aim of equitable access
- Policy will be reviewed annually alongside School Admission Arrangements, i.e. Consultation completed by 1 March and Determination by 15 April. (Governing Bodies of Voluntary Aided Schools should do similarly)
- Consultation should be wide and involve seeking consensus at the West Berkshire Admission Forum
- Policy will be published on the Local Authority's (LA's) website.

### **RESPONSIBILITY FOR ALLOCATION**

- The LA will delegate responsibility to Governing Bodies to apply this policy for Community and Voluntary Controlled Schools
- The Governing bodies of Voluntary Aided Schools are responsible for setting their own Nursery Admissions policy and applying that policy as they see fit
- The LA will offer support and advice to schools with the implementation
- It is recommended that full Governing Bodies establish an Admissions Sub-Committee consisting of, as a minimum, 2 Governors, the Headteacher and, if desired, a non-voting Nursery Teacher, to confirm allocations within the policy
- The Governing Body or Headteacher must not override the published policy and criteria
- Places must not be refused on grounds of information from other sources
- Places must not be refused due to perceived special educational needs
- Places must not be refused on grounds of previous difficult or challenging behaviour
- No priority will be given to children of school staff or governors

## WEST BERKSHIRE PROVISION

- 2 Community Nursery schools
- 10 Community Schools with Nursery Classes
- 3 Voluntary Controlled Schools with Nursery Classes
- 1 Voluntary Aided School with a Nursery Class

SCHOOL	NO. P-T PLACES	OPENING TIMES	AGE RANGE
<b>Community Nursery Schools</b>			
Hungerford Nursery School	104	09.00 – 14.45*	3 - 5
Victoria Park Nursery School	156	08.10 – 15.10*	3 - 5
<b>Community Schools with Nursery Classes</b>			
Calcot Infant School & Nursery	52	08.50 – 15.10*	3 – 5
Fir Tree Primary School & Nursery	52	08.50 – 11.50*	3 – 5
The Willows Primary School	52	08.50 – 11.50*	3 – 5
John Rankin Infant & Nursery School	26	09.00 – 12.00*	3 – 5
Mrs Bland's Community Infant & Nursery School	52	08.45 – 15.30*	3 – 5
Pangbourne Primary School	26	08.50 – 11.30*	3 – 5
Robert Sandilands Primary & Nursery	30	09.05 – 12.05*	3 - 5
Springfield Primary School	52	08.45 – 15.30*	3 – 5
Spurcroft Primary School	52	08.45 – 15.30*	3 – 5
The Winchcombe School	52	09.00 – 15.00*	3 – 5
<b>Voluntary Controlled Schools with Nursery Classes</b>			
Lambourn Church of England Primary School	52	09.00 – 12.00*	3 – 5
Thatcham Park Church of England Primary School	44	08.45 – 15.15*	3 – 5
Theale Church of England Primary School	26	09.00 – 12.00*	3 – 5
<b>Voluntary Aided School with a Nursery Class</b>			
St John The Evangelist Infant & Nursery School	52	08.45 – 15.10*	3 - 5

\* Please contact your preferred nursery for individual session times. Nursery contact details are available on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) or telephone 01635 503409

- A pupil's final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school reception place within the Local Authorities admission arrangements and co-ordinated scheme
- No fees or charges will apply at any time for the core entitlement. Please note, you could be offered additional sessions, where available, but these may be chargeable. These may, however, need to be withdrawn if required at a later date for another pupil as part of their free core sessions.

## SESSION ALLOCATION

- The core entitlement will consist of a maximum offer of 15 hours per week–this may be offered flexibly if agreed with the parent
- Allocation limited to available hours
- Full-Time sessions only offered exceptionally on social grounds with independent professional supporting evidence, e.g. Health Visitor or Pre-School Teacher Counsellor and subject to available funding. To be agreed by the Governing Body or Sub-Committee
- The maximum free entitlement is available to all parents
- Parents will not be able to defer allocation of the free entitlement to a following term; the application must be considered afresh with the child remaining on the waiting list
- It is the responsibility of the school/nursery to find out if the child is being funded in the private or voluntary sector e.g. day nursery, pre-school or accredited childminder, or within another county

## MEALS PROVISION

- Eligible children receiving the free entitlement before and after a lunch period will be eligible for a Free School Meal
- Eligibility will be assessed similarly as for Free School Meals in a school

## TRANSPORT PROVISION

- Free home to school transport is not normally available for pre-compulsory aged children
- Refused applications have the right of appeal
- Fare-paying seats may be available on transport contracted by the LA. A graded fare-paying system exists based on radial distances and discounts are available for additional siblings

## REGISTER OF INTEREST

- Parents should be able to register an interest in a nursery place from the age of 2
- No parent shall be guaranteed a place in the nursery
- No place will be allocated without completion of a Nursery Admission Form at the appropriate time

## APPLICATION FORMS

- Forms will be available from the Nursery
- A Nursery Admission Form (NAF) will be produced by the LA on an annual basis
- No admission will be considered without completion of a NAF
- Admission Forms will request the following:
  1. Name
  2. DoB
  3. Gender
  4. Address
  5. Telephone Contacts
  6. Birth certificate / Passport check
  7. Declaration from parent/carer to determine if child is/would be attending another setting
  8. Ethnicity (Non- compulsory request)
  9. Parent / Carer details
  10. Signature and Date
  11. Session preference (a.m./p.m./flexible offer/No Preference – Where available) (N.B. the free entitlement will be allocated in order using the oversubscription criteria shown over the page)

## ALLOCATION PROCESS

**Please contact your preferred nursery for their individual allocation/entry dates. Nursery contact details are available on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) or telephone 01635 503409**

- Offered places must be accepted within 2 weeks or the place will be withdrawn and re-allocated
- Places will be available until the parent withdraws the child or he or she reaches compulsory school age
- There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested
- The LA will normally only consider cases where parents feel that this policy has not been applied correctly
- Applications will not be considered on the length of time on a waiting list or by date of application

## LATE APPLICATIONS

- Late applications will only be accepted for a good reason provided that they are received before allocation procedures begin
- All other late applications will be placed on the waiting list and if necessary considered in the following term's allocation process

## ABSENCE

- Any child with un-authorized absence for a period of 15 consecutive school days may have their place withdrawn
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process

## OVERSUBSCRIPTION CRITERIA

- Priority will be given to children with Statements of Special Educational Needs and Looked After Children (regardless of age) before allocation of further places

Thereafter, applications will be considered against the following criteria:

Age	Oversubscription Criteria	Tie Breaker
5	A - All pre compulsory school age 5 year old children	Within any of the over-subscription criteria priority will be given to the oldest applicant (i.e. by date of birth); if necessary thereafter to whose permanent home address is nearest to the preferred nursery. Distances will be measured using the West Berkshire Geographical Information System available through the home page ( <a href="http://www.westberks.gov.uk">www.westberks.gov.uk</a> ) taking a straight line from the home address and the nursery and not taking travelling distances.
4	B - Children with exceptional social/medical grounds	
	C - Siblings already in the Nursery or Nursery Class	
	D - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	E - All other applicants	
3	F - Children with exceptional social/medical grounds *	
	G - Siblings already in the Nursery or Nursery Class	
	H - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	I - All other Applicants	

- \* This may include disadvantaged 2 year olds providing the school is legally able to admit 2 year olds
- NB Community Nursery Schools do not have catchment areas.
  - Exceptional Social/Medical Grounds – should be supported by professionals, e.g. Health Visitor or Pre-School Teacher Counsellor

## WAITING LISTS

- Waiting lists will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria. Waiting lists will be amended with in term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarly
- Places will be allocated as they become available within the term

## DEFINITIONS

- The definitions of the following terms will be as defined in the LA schools admission arrangements:
  1. Parent/Carer
  2. Sibling
  3. Home Address – including change of address process
  4. Free entitlement – 15 hours per week

## NOTES REGARDING ADMISSIONS TO SCHOOLS

- There is no automatic transfer from a nursery class to a school
- A place at a nursery will provide no advantage when seeking a school place
- Applications for school places must be made on the LA Primary School Admission Form – hardcopy or on-line (example deadline dates below)

<b>TERM TO COMMENCE SCHOOL EDUCATION</b>	<b>APPLICATION DEADLINE DATE</b>	<b>OFFERS MADE TO PARENTS DURING</b>
<b>Autumn 2013 (SEPT)</b>	<b>15 January 2013</b>	<b>15 April 2013</b>

- All school places will be allocated in accordance with the Primary Co-ordinated Admissions scheme

If you have any questions, comments or queries regarding this policy please contact Andy Cordell, Pupil Placement Officer, Education Service, West Street House, West Street, Newbury, Berkshire RG14 1BZ. Response by e-mail would be welcome to [acordell@westberks.gov.uk](mailto:acordell@westberks.gov.uk) or telephone 01635 503409