

St Jude's C E Primary Academy

Policy Document

St Jude's C of E



Academy

Nursery and Terrific Two's Admissions Policy and Procedures

Reviewed by:

Adopted by Governors: 2014/15 To be reviewed: annually

Nursery Admissions

With the agreement of the Governing Body the admission policy of the school is stated below.

All children will be considered fairly irrespective of gender, race or disability.

If there are more requests from parents than the number of places available then the following criteria will apply.

Criteria for admission

Children will be admitted the term after their third birthday. Places are allocated according to:

Priority 1-Applications received from 'Looked After Children'

Priority 2-Application Received (Length of time applicant has been on waiting list)

Priority 3-Siblings in the school

Priority 4-Applications from pupils attending Terrific Two's or with a child in Terrific Two's

Priority 5-Applicants who are active or are a committed member of a Church

Priority 6-Where the child lives (The Parish of St Jude's initially, then a 3 mile radius)

Priority 7-The needs of the family

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a Nursery place or a place in Terrific Two's, provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

Nursery

Children are entitled to 15 hours of free education the term after their 3rd birthday.

There will be some flexibility about how this offer can be accessed, in discussion with the Headteacher.

Additional hours may be purchased subject to availability at the current rate £15 a session and there is provision for lunch if required.

Procedure for Admission to Nursery

1. Before starting at the nursery, all parents will be offered a short visit to the nursery . They will also be invited to attend one short parents meeting to meet staff and to get to know the school. They will complete an admissions form.
2. Birth dates will be checked against the Birth Certificate.
3. Parents will be expected to stay in the nursery to support their child for an appropriate length of time, until the child is settled, but always for the first session as a minimum.
4. Transfer from part time to full time will be undertaken within a time range appropriate to the needs of the child.
5. It is the parent's responsibility to register their child for a Reception place, to undertake statutory education. The Local Authority will notify parents and the Nursery School when these applications need to be made.
6. All children must enter Reception the term after their 5th birthday.

This policy has been adopted for the Academic Year starting September 2014 and will be reviewed for the Academic Year starting September 2015

St Jude's Terrific Two's

A maximum of 20 places within the Terrific Two's setting will be allocated.

Criteria for Admissions

Where there are more applications than places, priority will be given as follows:

Priority 1- Meet city criteria for a funded place

Priority 2- Application received (length of time applicant has been on waiting list)

Priority 3- Children with additional needs/professional referral

Priority 4- Applicants with siblings in the school

Priority 5- Applicants who are active or committed members of a church within the Parish of St Jude's.

Priority 6- Applicants from the Parish of St Jude's initially

Other factors that are considered before offering a place are:

1. The school's ability to provide appropriate facilities/equipment/care for the welfare of the child.
2. Extenuating circumstances affecting the child's welfare or his/her family.

We will never discriminate against a child on the grounds of sex, race, religion, colour or creed.

Procedures for admissions into Terrific Two's provision

- Before starting at the Terrific Two's, all parents will be offered a short visit to the school. They will also be invited to attend one short parents meeting to meet staff and to get to know the school. They will complete all the necessary admissions forms.
- Settling-in sessions must be attended before a child can start. The number of sessions required will vary depending on the individual child, however, a minimum of 2 sessions must be attended by all children. Please see settling-in policy for more information.
- Any applicant requiring more than the funded 15 hours will be asked to complete a separate application which will be considered case by case by the Headteacher and Governors at the school. A charge of £16.50 per session will be applied to any applicant requiring additional sessions.