

Owner	Principal
Date Updated	September 2018
Review Date	September 2019
Audience	All



Nursery Admission Policy

Nursery admission statement

Our Nursery is a 78 place, morning and afternoon provision and we have an extensive waiting list for a place.

Nursery provision prepares the children for full-time school. However, Nursery attendance does not necessarily mean that a child is guaranteed a place at Harrow Gate Primary Academy.

At Harrow Gate Primary Academy, we are a Rights Respecting School and believe every child has the right to an education (Article 28).

Steps for Parents/Carers

Once parents and carers have decided that they would like their child to attend Harrow Gate Primary Academy, they should contact the School Office (Telephone: 01642 673984 or call in and see us in person).

A child's name can be placed on the waiting list once the *Pupil Information forms* have been completed and a birth certificate has been photocopied, providing school with details of the child's name, date of birth and also informing us of any changes is very important.

The following criteria will be taken into account when offering places for our Nursery:

- ***Age of the Child***
- ***If the child is Looked After or has been Looked After in the past***
- ***Readiness for Nursery***
- ***Siblings attending Harrow Gate Primary Academy***
- ***Location within admission catchment for full-time school***

Initial Pre-Nursery Visit

In the term preceding the child's 3rd birthday, the school will contact the parents/carers to arrange an initial school visit. During this visit, a member of the EYFS team will support the child and their family in their introducing themselves and the routines for Nursery.

During the initial visit, information about the child will be collected by the member of staff. This will include who has parental responsibility, any external agencies involved, contact details, people authorised to collect the child from Nursery and any health issues, together with information about what the child likes and dislikes. The Nursery Teacher will also share the information that a place in Nursery does not guarantee a place in full-time school. Admissions for full-time school are managed by the Local Authority. If a child applies to Nursery and lives out-of-catchment, the admin team will flag this to the Nursery Teacher prior to formal place offer. The Nursery Teacher will then inform the parent/carer of the admission criteria for school admission for their future information.

Readiness for Nursery sessions

During the pre-nursery meetings it is vital that school staff and parents share information about the child and assess whether the child is 'ready for nursery'.

As part of this check, the child's readiness for nursery will be assessed jointly, between home and school. This will include:

- ✓ Self Confidence and Self Awareness (36 months/3 years)
The child is able to separate from main carer with support from a familiar adult (member of staff).
- ✓ Managing feelings and behaviour (36 months/3 years)
The child can seek comfort from a familiar adult if distressed and is beginning to communicate needs. This means the child can speak and respond to an adult's instructions.
- ✓ Self-Care (36 months/3 years)
Child can attend to toileting needs most of the time, without adult support (unless suffering from a medical needs, in these circumstances an intimate care plan will be discussed and implemented).

Admission to Nursery

Following the series of visits to Nursery, staff will decide whether the child is ready for nursery and a nursery place will be allocated and the child will be given a start date.

If the child is not ready for nursery, support from Health Visitors and external agencies will be sought by the EYFS staff so that the child's needs can be met. The child will not be allocated a place at nursery until they are 'ready to start nursery'.

Whilst the academy understand that Nursery education is not statutory, attendance at Nursery is vital to sow the seeds of great learning routines for future life. Nursery attendance is monitored by our

EYFS Leader of Learning and should this drop below 95%, a reminder letter will be sent to parents and carers. Following this, continued decline in attendance will result in losing the child's place in nursery.
