

Oxford Gardens Primary School

ADMISSIONS POLICY FOR THE NURSERY CLASS

2023-2024



1. AIMS

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between Nursery classes in the Royal Borough of Kensington & Chelsea.
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

2. NURSERY SESSION OPTIONS

2.1 Oxford Gardens is currently offering a full time option for Nursery. Full-time places are 30 hours. These hours are 8:40am to 3:20pm. On a Friday it is 8:40am-12:50pm.

3. CRITERIA FOR ADMISSION TO THE NURSERY

The Governors of the school will offer children a place in the Nursery for the term after their third birthday, according to the criteria in the following order of priority:

- 3.1 Children who are in the care of the Royal Borough of Kensington and Chelsea. (Looked After Children).
- 3.2 Children of a permanent member of staff.
- 3.3 Children who have a Statement of Special Educational Needs which names the school.
- 3.4 Children who will be 3 years old before the academic year of their admission.
- 3.5 Siblings (including foster brothers and sisters who live at the same address) currently attending Oxford Gardens Primary School in the September of the year of their admission.
- 3.6 Children who will be 3 the soonest in the academic year of their admission.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school.

3.6 The position of the child's home address in relation to the school; RBKC residents will take precedence. A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address.

- Within the above criteria, each application is always considered very carefully on its individual needs.

- All applicants will be required to complete an application form and return it to the school office by Monday 29th January 2024.
- We will consider applications received by this date first, however we are happy to accept applications received at a later date.
- Proof of a child's date of birth and home address is required at the time of application, in the form of a child's short form birth certificate or passport along with a child benefit letter or a utility bill (showing the parent/carer's name).
- Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.
- All applicants will receive a letter, which will be posted first class on Friday 8th March 2024, informing them of whether they have a Nursery place.

4. NURSERY INTAKE

4.1 The Nursery will take children as soon as they turn three years old.

4.2 A child will remain in Nursery until the end of the academic year in which they are 4 years old.

4.3 A child's intake into Nursery may be staggered over a period of time if deemed necessary to support a positive transition.

4.4 Any spare places will be allocated during the year, as they become available, to children after their third birthday or older.

5. DECISIONS ON PLACES

6.1 Decisions will be made by Friday 24th February 2023. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

6.2 Decisions will be final and there is no right of appeal.

6.3 The offer of a nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes. Parents will still need to apply to the borough for a Reception place at our school.

6.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

6. LEAVERS DURING THE YEAR

7.1 If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

8. ATTENDANCE

8.1 If attendance and/or punctuality is poor or erratic the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This may then be raised as a concern and a member of the Senior Leadership Team may discuss this with the parents/carers.

9. TRANSFER FROM NURSERY INTO SCHOOL

9.1 All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct RBKC Admissions Procedure.

9.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.