

Oxford Gardens Primary School

ADMISSIONS POLICY FOR THE NURSERY CLASS

2019-2020



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 5 different options for Nursery.
 - 2.1a Full-time places (30 hours). These hours are 9:00am to 3:30pm. To access these places you will need to either use a code or pay to top us (£50 a week).
 - 2.1b Part-time places which consist of 15 hours. There are 4 different part-time options and in your application please indicate your preference:
 - i) Two and a half days – Monday (9:00am to 3:30pm), Tuesday (9:00am to 3:30pm) and Wednesday (9:00am to 12:00pm)
 - ii) Two and a half days – Wednesday (12:30pm to 3:30pm), Thursday (9:00am to 3:30pm) and Friday (9:00am to 3:30pm)
 - iii) Five mornings every day (9:00am to 12:00pm)
 - iv) Five afternoons every day (12:30pm to 3:30pm)
- 2.2 Numbers will never exceed 26 in a session and due to the various options the amount of children in each session will vary year on year.
- 2.3. The Nursery will always be staffed by one qualified teacher and a Nursery Officer.

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 Tuesday 15th January 2019.
- 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, informing them of whether they have a Nursery place.

4. NURSERY INTAKE

4.1 The Nursery will take children from the half term after their third birthday.

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 two or more weeks.

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

5. PART TIME AND FULL TIME PLACES

5.1 All children applying to our Nursery are entitled to a part time place (15 hours a week for 38 weeks of the year) the term after their third birthday.

5.2 Full time places will be given to children whose parent(s) qualify for 30 hours free childcare:

You can usually get 30 hours free children care if you (and your partner, if you have one) are working 16 hours or more a week and each earning at least the National Minimum Wage or Living Wage but have a taxable income of less than £100,000 (the earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago).

5.2 If you are not eligible for the 30 free hours then there will be a limited number of places where you can pay £10 an afternoon (£50 a week) to top up from 15 hours to 30 hours a week (all day).

6. DECISIONS ON PLACES

6.1 Decisions will be made by Friday 1st March. 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.

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

7. HOME VISITS

7.1 These will be made before a child takes up their place.

8. LEAVERS DURING THE YEAR

8.1 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.

9. ATTENDANCE & LOSS OF NURSERY PLACE

9.1 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 conversation should be recorded and dated in the child's Learning Journey.

9.2 If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head Teacher.

9.3 If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing.

9.4 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents/carers.

10. TRANSFER FROM NURSERY INTO SCHOOL

10.1 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.

10.2 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.