

Nightingale Infant and Nursery School



Admissions Policy for School

Nightingale Infant and Nursery School serves the area of Taverham South and Ringland, but some children come from further afield.

It must be noted that children at Nightingale from outside the catchment area must be responsible for their own transport costs.

It is important to note that these children cannot be guaranteed a place at Taverham Junior School or Taverham High School if those schools are oversubscribed.

Norfolk County Council's First Admission to School policy states that by law children must start statutory education full-time at the beginning of the term following their fifth birthday.

All parents of children born between 1st September and 31st August must be offered a full time place from the September. Parents are entitled to defer their admission or request that their child attend on a part-time basis during the academic year and not later than the beginning of the term after their fifth birthday.

In the event of over subscription, preference will be given to children living nearest to the school, according to the following criteria in order of priority:-

- Children with a statement of Special Educational Needs naming Nightingale Infant and Nursery School.
- Children in public care who live in the area served by Nightingale.
- Children who are due to start school, living within the catchment area and have a brother or sister attending Nightingale at the time of admission.
- Children who are due to start school, living within the catchment area and have a brother or sister attending Nightingale or the adjoining middle/junior school.
- Children who are due to start school, living within the catchment area and have no brother or sister attending Nightingale or the adjoining middle/junior school.
- Children who are due to start school, living outside the catchment area and have a brother or sister attending Nightingale at the time of their admission.
- Children who are due to start school, living outside the designated area and have a brother or sister

attending the adjoining middle/junior school.

• Children who are due to start school, living outside the designated area and have no brother or sister connection with that or the adjoining middle/junior school. Parents with children approaching school age should contact the school and details of admission and reception classes can be given. We try to accommodate circumstances allowing any additional visits parents may wish to make before accepting a place at school. For the academic year commencing September 2017, Nightingale will have a two form entry. Classes at present are unstreamed.

For further information on school admissions please visit:

www.norfolk.gov.uk/educationandlearning/schools/school-admissions

Admissions Policy for the Nursery Class

Children are admitted to the nursery at the start of the term following the child's third birthday at which point they can access basic and extended entitlement funding. If there is capacity in the nursery, children can be admitted from their third birthday, if parents wish to pay for sessions. Further information is in our charging policy. This will ensure that children will have at least 3 terms in nursery education prior to entry into reception class of a mainstream school. Consistent attendance on a regular basis is expected of all children.

It should be noted that admissions to any nursery even those attached to a school does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full-time education.

Nursery Opening and Closing times and options available:

The Nursery will be open to coincide with the school day. It will be open for 38 weeks per year between 8:45am and 3:15pm. There are daily session options as follows:

Options:

Nursery Session Times:

08:45am – 11:45am

3 hours government funded

08:45am – 3:15pm

½ hour fee – 6 hours government funded

12:15pm – 3:15pm

3 hours government funded

As we are open for 38 weeks a year, the free entitlement of 15 hours a week must be taken over a minimum of three days, in line with our session times.

Our preference as a school is either 5 sessions in the morning or 5 sessions in the afternoon, this is to provide continuity of provision and care and adequately prepare children to start school.

Parents wishing their child to attend our nursery setting must obtain and complete an application form and return it to the school office when your child is 2 or as soon after as possible. The school will endeavour to inform parents of the outcome of their application at least one term before admission. If a child is offered a place parents must confirm acceptance by the date stipulated by the school. The final decision on when the child is admitted, and the allocation of afternoon or morning sessions rests with the head teacher and governing body of the school. Applications will be considered in age order with the oldest children being given priority.

Admissions Criteria

N.B. These criteria will only apply if we are oversubscribed and therefore cannot admit all of the children whose parents are applying for a nursery place.

The Governors will consider all applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

Category A

In this category examples of both special educational and social need are given. There is no priority within the category but governors will take into account the severity of the child's needs using the examples given when deciding places within this category. Children with multiple needs will be given priority.

It is anticipated that up to 20% of nursery places will be allocated to children with special educational needs whether stated or not.

Examples of special educational needs (in no specific order) might include children with:

- Children on the Child Protection Register, those deemed by Social Services as children at risk, or in local authority care
- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical disabilities
- Speech and language problems
- Visual difficulties
- Children who are referred by the education psychological service.

Category B

In this category children with social needs may be admitted. Social need should be based on the information gained by the school as part of the application process. Children with multiple needs will be given priority.

Examples of social need which may be considered (in no specific order) might include:

- Children who were multiple births (twins, triplets)
 - A child with a confined play space (those living in a bedsit, top floor flat, hostel, caravan, mobile home or children with no garden)
 - A child with a parent living alone
 - A child in a large family (4 or more children)
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- A child with parents under 20 years of age
 - A child in sole care of grandparents
 - A child who has two or more siblings under 4 years of age
 - A child of parents with disabilities or a child who has siblings with disabilities
 - A child who is cared for by a “Young Carer”.
 - Children from minority ethnic groups particularly those for whom English is an additional language.
 - A child who is gifted who lacks social interaction

It is again anticipated that up to 20% of nursery places will be offered to children in category B.

Category C

A child with a brother or sister (including children living as siblings in the same family unit) who requires a significant amount of additional support.

A child who at the time of application has a brother or sister (including children living as siblings within the same family unit) on the school roll who will still be attending the school when the younger sibling joins the nursery.

Category D

Children who have already attended a maintained nursery in another LEA.

Category E

Remaining places will be allocated based on proximity to the school using the shortest radial route (straight line distance)

Government Funding Entitlement:

Existing and Extended Entitlements

Currently, all 3 to 4-year-olds are eligible for 15 hours' free early education per week. This is a universal entitlement, for all children.

From September 2017, all 3 to 4-year-olds of working parents will be eligible for an additional 15 hours' early education per week.

The 30 hours entitlement is intended to support working parents with childcare costs and enable them to return to work or work additional hours.

Further information can be found in a Department for Education (DfE) policy statement:

[Childcare Bill: policy statement, GOV.UK – DfD, see pages 4 and 8](#)

Eligibility:

The additional 15 hours' free childcare is only available for working parents of children aged 3 to 4 years old.

Page 8 of the DfE policy statement says that households will be eligible for the additional free

entitlement where:

- Both parents are working, or the sole parent is working in a lone parent family (this includes self-employed parents and those on zero hours contracts)
- Each parent earns:
 - On average, a weekly minimum equivalent to 16 hours at national minimum wage, and
 - Less than £100,000 per year

When at least one parent in a household has an income of £100,000 or more, that family will not be eligible to take up extra free hours. A DfE representative confirmed that this refers to each parent earning less than £100,000 per year rather than a combined income of less than £100,000 per year.

Special Circumstances:

Though two-parent families where one parent does not work (or neither works) will not usually be eligible for the extra 15 hours, there are some exceptions. These are likely to be where:

- Both parents are employed but one or both parents is temporarily on maternity, paternity or adoption leave
- Both parents are employed but one or both parents is temporarily on statutory sick pay
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

Other help with childcare costs:

There are a number of sources of help with childcare costs available to parents in addition to the 30 hours entitlement. These include:

- Tax-free childcare for working parents
- Universal credit
- Childcare vouchers and other workplace support

There is more information on these for parents on the GOV.UK website.

This policy was created and ratified by the Governing Board in:	June 2018
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Signed by the Chair of the Governing Body:	