

Manor Park

Primary School



Early Years Admissions

Policy

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Agreed by Governors: July 2020

Shared with all Staff: July 2020

Frequency of Review: Annually

Date of Next Review: July 2021

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MANOR PARK PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

1. Admissions Limit.

Manor Park Nursery Class currently has an admission limit of 39 places, for both morning and afternoon sessions. In addition, 72 3 or 4 year-old extended provision places are offered in the morning and a further 72 places in the afternoon in our Early Years Extended Provision (EYEP). This includes 8 places for Rising 3 year-old children in each of our morning and afternoon sessions. Any of our EYEP sessions can be combined to create full day provision. We also offer a variety of lunchtime options for our nursery children to extend both the morning and afternoon sessions. Depending on availability, we offer a staggered intake of children, with admission points in September, January and April for both main nursery and EYEP.

2. Admission Criteria.

Admission arrangements for the Nursery are controlled by the Governing Body and are managed by an admissions sub-committee.

Admission criteria are intended wherever possible to meet the needs of parents/guardians/carers.

The criteria for admission into the main nursery and EYEP are (in order of priority):

- a) Children who are considered 'in need' according to the LA's definition in accord with the Children Act; including Looked After Children.
- b) Child's date of birth with children admitted by age, oldest first taken from the September, January or April following the child's third birthday
- c) Children living in the designated area with an elder sibling attending either the nursery or main school; (a map of the designated area is available in the School Office).
- d) Children living outside the designated area with an elder sibling attending either the nursery or main school.

- e) Children whose parents or primary daytime carer live in the designated area for the Nursery.
- f) Distance from the child's home to nursery.
- g) Other children not meeting the other criteria.

Points 3-5 below are not applicable to our rising 3-year-old places. These children will spend all their sessions in our EYEP setting.

3. It is the policy of the Governors to offer 15-hour part-time places in our main nursery class for five sessions a week, mornings or afternoons, to children in the year prior to their entry to school i.e. in the year following their third birthday. If the nursery class is not full, places will be offered by age, oldest first for children in the term after their third birthday.

The 15-hour place is our **core nursery offer** and it is necessary for every child to attend 15 hours a week to access the core nursery offer and enable us to deliver the full coverage of the EYFS curriculum in the nursery year.

4. Parents will be expected to ensure that children attend for the full five sessions each week unless prevented from doing so by illness or exceptional circumstances. A child's nursery place may be withdrawn if there are ongoing concerns about irregular attendance.

5. Children accessing both main nursery and EYEP and therefore attending for more than 15 hours a week through a 30-hour funded place or where parents pay to extend the 15-hour offer, can apply for a more flexible timetable enabling curriculum coverage to be tailored to meet the needs of the child and parents.

Principles for split place nursery provision are detailed below:

- Children must attend the main nursery for a minimum of 4 am or pm sessions per week.
- Children attending both settings will have the same key worker, to ensure continuity of learning and full EYFS curriculum coverage delivered across both provisions.
- Where a child only attends main nursery for 4 sessions a week, the remaining 3 hours can be used flexibly in EYEP, nursery lunchtime or CHAMPS school provision to support child and parent needs.

- Where flexible places are oversubscribed, they will be offered in order of number of hours above the core offer in main nursery that are requested.
- All fees for extended nursery provision must be paid in advance. Failure to do so will result in removal of the place. Any pre-booked hours including lunchtimes will be charged for, even if not taken for any reason. 4 weeks written notice is required for any adjustment in nursery places.
- If a child is sick or on holiday they cannot carry hours over to an alternative session.

6. Children who attend Nursery will not be guaranteed a place in the Reception classes at Manor Park Primary School, as admission arrangements for primary aged children are determined by Coventry City Council.

7. Parents should register an interest for a nursery place for their child by contacting the school office or by e mailing Mrs K Butlin EYEP Manager directly k_butlin@manorpark.coventry.sch.uk if requesting a flexible place. Staff will then note details of the child's date of birth, address and any special needs or circumstances, and will maintain a list of these names.

Governors' Nursery Admissions Sub-Committee will meet at the beginning of the Summer Term each academic year to consider applications for the following September.

In the event of more applications than available places they will apply the admissions criteria.

Parents will be notified of the offer of a place (or the unavailability) in writing and will need to confirm acceptance by return of an acceptance slip.

8. Governors will determine whether a child is offered a morning or afternoon session in the nursery class or a flexible extended place, after taking into consideration issues including balance of gender, ethnicity, special needs along with parental needs and requests.

Parents can express a preference for an afternoon or morning place but must recognise that this cannot always be accommodated.

In case of over-subscription for places in the Early Years Extended Provision, the following criteria will be applied:

- i) Children who are considered 'in need' according to the L. A.'s definition in accord with the Children's Act, including Looked After Children.
- ii) Number of days per week of care places requested.

In case of over-subscription for rising 3-year-old places in the Early Years Extended Provision, the following criteria will be applied:

- i) Children who are considered 'in need' according to the L. A.'s definition in accord with the Children's Act, including Looked After Children.
- ii) Age of the child - with priority given to the oldest child first.
- iii) Number of days per week of extended provision places requested.

RECEPTION ADMISSIONS CRITERIA

1. Coventry residents are encouraged to apply online at www.coventry.gov.uk/schooladmissions
2. Parents must apply for a school place through their Local Authority (the city where you live)
3. Non-Coventry schools can be listed on your application
4. Even if you already have an older child at the school you must still apply for your younger child.
5. If your child attends a school nursery you still need to ensure you submit an application before the closing date. Attendance at the Nursery does not give you any higher priority for admission.
6. If your child is currently in a separate infant school, you will need to apply for a place at a junior school.
7. You should list 3 schools in order of preference.
8. If you live within a school's catchment area you have more chance of your child being offered a place at that school. However, living within the catchment area does not guarantee a place at that school as there may be more applicants than places available.

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