



## **Ivingswood Academy Nursery Admission Policy**

**January 2020**

**This policy was approved by the Local Governing Body on 28<sup>th</sup> January 2020  
Next review: January 2021**

## **Background**

The Nursery at Ivingswood Academy admits children between the ages of 2 and 4 years old. We aim to provide high quality provision for all children in the local community. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that as far as possible all children will experience a happy and secure stay in our school.

The following admissions policy applies to children between the age of 2 and 4 years old and applies only to applications for the Nursery. Nursery age children are not counted towards the roll for the main school and children attending the Nursery will not be guaranteed a place in the main school. Parents must apply for a school place in accordance with the main school's admissions policy

It is our aim that the majority of children attending the Nursery progress through to the Reception class and beyond at Ivingswood Academy.

## **Provision**

Ivingswood Academy Nursery operates 5 sessions per week, each for a total of 3 hours. The sessions run from 8.30am – 11.30am. Places are allocated according to the criteria below, providing that staffing ratios are within the statutory range. Children may attend Nursery for between 2 and 5 sessions a week. In order to get the best from the Nursery provision, all children are encouraged to attend for 5 sessions a week.

## **Nursery Admission Criteria**

In the event of the Nursery being oversubscribed, places will be allocated according to the main school's admission rules and arrangements as shown below, in order of priority.

1. Looked after children.  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).
2. Children who have exceptional medical or social needs support by written evidence or who are in receipt of a Statement of Educational Needs which names the school, in accordance with section 324 of the Education Act 1996.
3. Siblings of children already attending Ivingswood Academy.
4. Children living within the catchment area of the school. Information on the school catchment area can be found online: <https://services.buckscc.gov.uk/school-admissions/schools/141990>

5. Once the above rules have been applied, then any further places will be offered in distance order; using the straight line distance between the child's normal home address and the school's nearest open entrance gate, offering to the closest first.
6. Where one place remains and the next two applicants are equal distance from the school in all cases, including flats and apartments, a random allocation will be made.

### **Procedure for application of places**

- Parents can register their child with the school for consideration for a place in the Nursery from 6 months after their first birthday. Places are, however, not allocated on the basis of when the registrations are made.
- Registration should be made via the school office.
- Advance visits to the Nursery are warmly welcomed and can be arranged via the school office
- Children may start in the Nursery in the term after they turn 2.
- Children usually start at Nursery at the beginning of a school term. Children may only be admitted outside of the start of term if there are available spaces and with the permission of the Headteacher.
- Once admitted to Nursery, children are automatically allocated a place for the next term or until parents notify us of a wish to increase or decrease the number of sessions attended.

### **Accepting or declining the offer of a place**

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the setting within 3 weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and a phone call made. Parents will be asked to provide, following the allocation of a Nursery place, as part of the acceptance or registration procedure, the child's birth certificate to verify the child's date of birth. Parents are requested to advise the school office at any stage if they are not accepting the place for any reason.

### **Deferring a place**

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term, after which time parents will need to reapply for a place for their child. A place can only be deferred if there are at least 2 places free in the nursery class. This is to ensure that we will not be in the position of turning a child down who is ready to start immediately. If a place is reserved during the autumn term, the child must start at the beginning of the spring term. A place reserved during the spring term must be taken up at the beginning of the summer term.

### **Admission arrangements**

- After a place has been allocated, parents/carers are required to visit the Nursery and discuss routines and procedures.
- The Nursery operates a flexible start, and where appropriate, a child may attend for brief periods at first, gradually building up to a full session. Staff liaise closely with parents to ensure that the settling-in process is tailored to meet each child's individual needs.

### **Charging policy**

- Prior to compulsory education, every child is entitled to receive 15 hours' free education from the start of the term following his or her third birthday. Depending on a family's circumstances, some children are eligible to receive 15 hours free education from the start of the term following his or her second birthday. Information on how to apply for funding can be found online at <https://www.cloudforedu.org.uk/oeye/buckscc/>
- Children who are not in receipt of 2-year-old funding, or are using their allocated 15 hours funding at another setting, are subject to our Charging and Remissions policy.

### **Changing provision**

- If a child is to leave the Nursery before reaching school age, or parents wish to increase or decrease the number of sessions attended, parents/carers are required to give at least half a term's notice of the leaving date in writing. In line with Buckinghamshire County Policy, if the child has a funded place, funding will remain with the school for the rest of the term, unless there are very exceptional circumstances.
- Half a term's notice is required for any requests for changes, or half a term's fees will be charged.

### **Attendance**

Good attendance is very important and we expect children to attend for all their booked days/sessions, unless illness prevents them from doing so. Parents must telephone the school office by 9am on the first day of any absence. It is very important that all children attend all the sessions that they have booked. Places may be withdrawn or reduced for children whose attendance falls below expected levels unless there are exceptional circumstances.