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## Moulsecoomb Primary School ADMISSIONS POLICY FOR THE NURSERY CLASS

### 1. AIMS

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high quality child nursery education on a fair and equitable basis.
- 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 Brighton and Hove.
- 1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of resources.
- 1.5 To provide high quality child nursery education to children and families in our local community.

### 2. NURSERY SESSION OPTIONS

Parent can request any sessions – 5 sessions free, sessions above the free entitled to be paid for.

Lunches for children attending all day.

Times of sessions: AM - 8.50 – 11.50 PM - 12.10 – 3.10

Lunchtime: 11.50 – 12.10

### 3. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery Class at Moulsecoomb Primary School is a 100 place Nursery based on 2 sessions per day: Children can attend either Monday – Wednesday am / Wednesday pm – Friday / 5 mornings or 5 afternoons. (If children would like extra sessions these can be paid for) and 30 hours for Parents who have eligibility code. The Governors of the school will offer children a place in the nursery once they have reached their third birthday according to the criteria in the following order of priority.

- 3.1 Children in the care of a Local Authority (Looked After Children).
- 3.2 Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker. speech therapist, health visitor, doctor etc.)
- 3.3 Children who speak English as an additional language.

- 3.4 Children who have an elder sibling currently attending Moulsecoomb Primary School in the September of the year of their admission.
- 3.5 The position of the children's home address in relation to the school.
- 3.6 Those children who will have an older sibling attending Moulsecoomb Primary School in the September of the year of their admission.

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

#### **Allocation of preferred sessions**

Parents will be asked to give their preferences with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

#### **4. THE NURSERY "CONSIDERATION LIST"**

- 4.1 A waiting list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.
- 4.2 The waiting list will not operate places on a "first come, first served" basis.
- 4.3 Parents will be sent an application form accompanied by an information letter, normally June, November and early March. Completed forms should be returned to the school by the specified date.
- 4.4 Parents will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

#### **5. NURSERY INTAKE**

- 5.1 The nursery class has a major intake in September of children who will be 4 years old during that academic year.
- 5.2 All intakes will be staggered over the first week of each term.
- 5.3 Any spare places will be allocated during the year, as they become available, providing that the child has already passed his/her third birthday.

#### **6. DECISIONS ON PLACES**

- 6.1 Decisions will be made by the Nursery Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.
- 6.2 Decisions will be final and there is no right of appeal
- 6.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main 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.

#### **7. NURSERY OPEN DAYS**

- 7.1 The nursery class will hold a Parent and Child Play Session before each intake.

## **8. HOME VISITS**

- 8.1 When possible, all children who have accepted places will be visited at home by 2 members of the nursery staff, at a pre-arranged time in the first week of the term the child starts nursery.
- 8.2 The Nursery will be closed to children during the days in which the staff are conducting home visits

## **9. LEAVERS DURING THE YEAR**

- 9.1 If a child is withdrawn by their parents from nursery during the school year, parents 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 for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, 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.

## **10. ATTENDANCE & LOSS OF NURSERY PLACE**

- 10.1 If attendance and punctuality is poor or erratic the nursery teacher will talk to parents 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 folder.
- 10.2 If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Deputy Headteacher.
- 10.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- 10.4 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 Headteacher, and a letter explaining the situation will be sent to the parents.

## **11. TRANSFER FROM NURSERY INTO SCHOOL**

- 11.1 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 Brighton and Hove admissions procedure
- 11.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

