

MANORFIELD PRIMARY AND NURSERY SCHOOL

Pre-school Admissions Policy And Application Form

INTRODUCTION

The LA is responsible for admissions to pre-school classes in Community and Voluntary Controlled schools and to Community and Voluntary Controlled Nursery Schools. This policy should be used to determine admissions to the pre-school unit. Parents do not have a statutory right to appeal to an independent panel in relation to pre-school admissions but they may wish to refer any concerns initially to the governing body of the school. Subsequently if the concerns remain unresolved then parents can refer their case to the ombudsman or to the courts. It is essential, therefore, that all admission decisions can be justified by reference to the following criteria, taking into account the particular circumstances of the school.

IMPORTANT DATES

A child can be admitted into our pre-school class at the start of the term following the child's third birthday. This will ensure that children will normally have at least 3 terms in pre-school education prior to entry into the reception class of a mainstream school.

It should be noted that admission to any nursery/pre-school, even those attached to a school, does not guarantee admission to the reception class of a particular school.

Parents will be expected to apply for reception class in any mainstream school along with all other parents who do not have a place in that nursery/pre-school.

The pre-school class operates two part-time sessions consisting of 2 and a half days each. This means that children can either attend sessions at the beginning of the week or at the end of the week. Parents wishing their child to attend a pre-school place must complete an application form and either send or take it to the pre-school when their child is two years old or as soon as possible after that. **The LA has delegated the admissions of nursery/pre-school children to the governors** who will consider applications in age order with the oldest children being given priority. The school will endeavour to inform parents by letter of the outcome of their application during the term before admission. If a child is offered a place, parents must confirm acceptance to the school by the date stipulated by the school, otherwise the school may have to refuse places to other children unnecessarily. The final decision on when the child is admitted, and the allocation of sessions rests with the Headteacher and governing body of the school. Regular attendance is required to maintain a place in the Pre-school.

If your child misses more than 10 sessions per term they may lose their place in the Pre-school, and that place will be offered to a child on the waiting list.

ADMISSIONS CRITERIA

N.B. These criteria will only apply if the pre-school unit is oversubscribed and therefore cannot admit all of the children whose parents are applying for a 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.

The following criteria will apply for Universal 15 hour entitlement:

- a)** FEET children currently attending Manorfield Nursery who have turned 3 years old.
- b)** Children with SEN including looked after and previously looked after children.
- c)** Where there is a social need.
- d)** Where a child is expected to have a sibling attending the nursery or the main school at the time of admission
- e)** Children who will turn 4 years old between 1 September and 31st August.
- f)** Children who turn 3 between 1st September and 31st August. (Where any category is oversubscribed, applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school).

Category A

Children who claim FEET funding and currently attend the Nursery provision at Manorfield who have had their third birthday.

Category B

In this category examples of both special educational and medical needs 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.

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 C

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 have been approved for FEET funding
- 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)
- 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".
- A child who is gifted who lacks social interaction

Category D

a) 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.

b) 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 pre-school.

Category E

Children who have their forth birthday between 1st September and 31st August. This is to give priority to older children who will be due to transfer to Reception class in the next academic year and hence only have 1 year left to attend a pre-school setting.

Category F

Children who have their third birthday between 1st September and 31st August. Where spaces are limited, these will be allocated based on proximity to the school using the shortest radial route (straight line distance).

The following criteria will apply for the additional 15 hours entitlement

- 1** - Those who intend to use the full 30 hours entitlement at Manorfield Primary and Nursery School
- 2** - Category F (Distance from school)
- 3** - Category E (Children who are 4)

MANORFIELD PRIMARY & NURSERY SCHOOL



Pre-school Application Form

- Please note that completing this form does not guarantee a place.
- Governors will consider applications received by the deadline date in accordance with the Pre-school Admissions Policy.

1. Child's details

Child's surname	
Child's first name	
Child's middle name(s)	
Child's date of birth/...../.....
Gender	Male / Female
Child's home address (this must be the child's normal place of residence and not a relative's or carer's address)	
	Postcode:

2. Children in public care

Is the child in the care of a local authority?	Yes / No
If no, has the child previously been in care and did they leave care through adoption, a child arrangements order or a special guardianship order?	Yes / No
If you have answered yes to either of these questions, please state the name of the local authority and provide evidence with your form	

3. Social or medical needs

Does the child have a social or medical need for a place at this pre-pre-school?	Yes / No
If yes please provide details (Refer to Category B or C for details) Please continue on a separate sheet if needed and provide independent evidence to support your case.	

4. Siblings

Will the child have a sibling attending the nursery or the main school at the time of admission?	Yes / No
If yes please confirm the name and date of birth of the sibling	

5. Parent/guardian/carer's details

Title		First name		Surname	
Address (if different from child's address)				Postcode:	
Telephone numbers:					
Day		Evening		Mobile	
Email address					
Do you have parental responsibility for this child?				Yes / No	
Relationship to child:					
<input type="checkbox"/> Mother		<input type="checkbox"/> Father		<input type="checkbox"/> Step parent	
<input type="checkbox"/> Carer		<input type="checkbox"/> Social worker		<input type="checkbox"/> *Other relative	
..... <input type="checkbox"/> *Other contact		*Please add more details			

6. Funding / Session Preference

<input type="checkbox"/> Beginning of week	<input type="checkbox"/> Pre-School 15-hour place
<input type="checkbox"/> End of week	<input type="checkbox"/> Pre-School 30-hour place
Please tick your session preference and which type of funding you are entitled to.	

7. Declaration of parent/guardian/carer

I wish to apply for a place at the pre-school named above. I certify that I am the person with parental responsibility for the child named in Section 1 and that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may lead to the withdrawal of an offer of a pre-school place for my child. I understand that it is my responsibility to provide full information to the pre-school and that I will notify them of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address.

Signature of parent/guardian/carer

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Date

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