



DARTINGTON C of E PRIMARY AND NURSERY SCHOOL

**Admissions Policy - Nursery**  
**(within our Early Years Foundation Stage)**

Dartington C of E Primary School has a Nursery as part of our maintained school.

Our Nursery is overseen by the Governing Body, which is responsible for admissions for our F1 pupils, unlike the rest of the school where admissions fall under the jurisdiction of the local authority.

For information about Admissions for F2 (Reception), Key Stage One or Two please visit the determined admission arrangements for the current year on the Devon website at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions)

**Information about Admissions to F1 (Nursery) is as follows:**

We hold our Early Years provision in the highest regard, recognising the importance of these earliest experiences in shaping a young child's first steps into a wider community and building strong partnerships with parents and carers.

Nationally, from the term after your child's third birthday until they start school, children are currently entitled to 15 hours of free early learning per week for 38 weeks of the year during school term time. Some children are entitled to 30 hours of free early learning per week, subject to family entitlement. This can be taken as Nursery provision within our Early Years Foundation Stage.

We are also able to offer additional hours, above the 15 hours free entitlement, which can also be booked through the school office and paid for directly by parents and carers.

Before you apply for a place at any setting we recommend that you visit as many as you are able; this will ensure that you see the differences between each provision and can make the best choice for your child.

We welcome parents and carers to our school and offer a tour and opportunity to meet with staff in order to help you find out as much as possible about us. If you would like to arrange a tour please contact our Administration office on 01803 862357 or [admin@dartingtonprimary.org](mailto:admin@dartingtonprimary.org)

Our Nursery provision is within our Early Years Foundation Stage and offers integrated learning and enrichment for children aged three to five, in recognised good practice.

If you wish to apply for an F1 (Nursery) place at Dartington C of E Primary School and Nursery you will need to fill in the Application Form in the Stepping Out (A Guide for Parents and

Schools). If you would like any support or advice in filling out the form, please do ask at the school office where staff will be happy to help.

Please hand your application in to the school office as soon as you have completed it.

### **Admission Arrangements:**

Our school has an Admissions Panel to oversee admissions to the Nursery including the Early Years Foundation Stage Leader, Headteacher and Admissions Administrator. Parents / carers are informed in writing of the Panel's decision whether a place is offered or not.

The Admissions Panel consider all applications with reference to the Code of Practice on the Provision of Free Nursery Education Places for 3 and 4 year olds.

( see [www.surestart.gov.uk/improving quality/guidance/freenurseryeducation](http://www.surestart.gov.uk/improving%20quality/guidance/freenurseryeducation) )

- We strive to have a balance of 3 and 4 year old children attending across the day.
- Children are offered 15 or 30 entitlement hours which may be taken with the maximum flexibility.
- We offer sessions from 9am - 12pm, and 12 -3pm.
- Children are offered free, part time education from the term after their third birthday.
- **A place in the nursery class does not guarantee a place in the school. Admission to the school is overseen by the Local Authority and does not come under the school's Admissions Panel. (See the First Step Booklet on Admissions to Devon Primary Schools)**

If you are offered a place at the Nursery you will be offered up to either 15 or 30 hours. You do not have to take all hours initially, but may build up the number as you feel your child is ready. It is generally recommended that children begin by attending Nursery school for a short time initially, building up time depending upon availability.

A place will usually be offered in writing to the child and a starting date given.

N.B It is desirable if your child is toilet trained at the time when they begin in our Nursery provision. However, if your child is not at this stage, please speak to the Early Years Leader or Angie Freeman in our Administration Office to discuss how we can work together to help your child become independent in managing their personal care.

### **Over Subscription Criteria:**

If there are more applications than places available the Admissions Panel will refer to the over subscription criteria used by Devon schools:

1. Children in Care or who ceased to be in Care because they were adopted or made the subject of a residence order or made the subject of a special guardianship order.

2. Children for whom exceptional social, medical or educational circumstances are demonstrated by the provision of independent, professional evidence.
3. Children living in the school's designated area with a sibling on roll at the school at the date of application.
4. Other children living in the school's designated area.
5. Children living outside the school's designated area, but with a sibling on roll at the school at the date of application.
6. Other children.

(A child who has an Education Health Care Plan where the Nursery is named on the Statement will have precedence for a place).

#### **N.B.**

(i) If it is necessary to distinguish between children in a particular category, priority will be determined by date of birth (i.e. the earliest date, the higher the priority) except in the cases of children in categories 3 and 4 where priority will be determined on the basis of distance between home and school along the shortest walking route (i.e. the shorter the distance, the higher the priority).

(ii) Priority may be given to the admission of a child whom a particular medical or social justification is demonstrated.

#### **Additional Sessions within our Nursery:**

This is in addition to the Nursery entitlement hours that fall under the maintained Nursery. Additional Sessions are also overseen by the Governors of the school.

Governors have delegated responsibility to oversee the running of the setting, including admissions, and to report such to the Full Governing Body.

**Our aim is to offer a service that meet the needs of parents and carers, as well as stimulating, good quality early learning and social experiences for our youngest pupils.**

We offer additional sessions with times and duration matching those of the Nursery Education hours.

Each additional session hour costs: £4.50

\* Costs are liable to review annually.

Children are able to have a mix of Early Education throughout the week in consultation with the school office and booked half termly in advance

**Payments must be made in advance either weekly, half termly or termly.**

\*For bought sessions we urge parents and carers to be aware of our procedure regarding late payments.

Where requests for placements outstrip availability the Admissions Panel will refer to the over subscription criteria outlined above.

The Admissions Panel and Board of Governors will make all decisions regarding places in line with the regulations within this policy. If parents wish to contest a decision they may do so in writing to the Chair of Governors outlining their reasons for appeal.

See: Collection of Additional Childcare Fees Policy

### **Waiting List:**

Parents can put their child's name on the waiting list for Nursery and / or childcare places when their child is two. Parents are asked to complete a registration form and the details are then transferred to the waiting list.

In the term before a child is due to start Nursery school, the Admissions Panel will offer the child a place and start date by form of letter.

It is our intention to make our Nursery genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Nursery is widely known in all local communities. We will place notices advertising in places where all sections of the community can see them.
- Describe the Nursery and its practice in terms which make it clear that it welcomes both fathers and mothers, other relatives and other carers, including childminders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about the opening times to avoid excluding anyone.
- Be flexible about attendance patterns so as to accommodate the needs of individual children and families.

If you have any further questions about our school or your child's early learning please do make an appointment to come and speak to a member of staff. We recognise this is a very important time for you and your child and are here to help.

***This policy was adopted by the Full Governing Board in the Spring Term 2019 and is due to be reviewed in the Spring Term 2020.***