

## **Thomas Gray Primary School**

### **Nursery Admission Policy**

At Thomas Gray Primary School we admit children to our Nursery Class from 2 years of age.

Some children can be admitted to our Nursery at the start of the term following their second birthday if they meet certain eligibility criteria\*\*.

Any child can be admitted to the Nursery at the start of the term following their third birthday if a place is available.

All children admitted to the Nursery receive 15 hours of free early education and child per week, up to 38 weeks of the year.

Please note that admission to our Nursery class does not secure a place in our Reception class nor does it preclude the admission of your child to any other infant or primary school. The primary school admissions process for Reception class is an entirely separate procedure managed by the Local Authority.

ADMISSION TO THE NURSERY CLASS at Thomas Gray Primary School will be on a part time basis and made by the Governing Body subject to the following set of ADMISSIONS CRITERIA, forming a priority order where there are more applications for admission than the Nursery has places available.

1. Looked After Children and previously Looked After Children
2. Children who have sibling in the Primary School at the time of admission
3. Other children

For the school year commencing September 2016, the Governing Body has set its admissions number at 52 places (26 FTE) for 3 year olds and 24 places (FTE) for 2 year olds.

#### NOTES

- a) A Looked After Child is a child who is:
  - In the care of a Local Authority; or
  - Being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) The decision with regard to the allocation of a morning or an afternoon place rests with the Head teacher.

- c) If in any category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school, with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants here this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

In the event that the last remaining place is allocated to set of twins, the parents will select the child they wish to have the place.

- d) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- e) Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- f) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to sibling connections or place of residence.

## **PROCESS**

1. The nursery school admissions committee will meet termly. They will agree admissions and/or apply the oversubscription criteria where there are more applications than available places.
2. The term before your child is due to start you will receive an offer letter from the school or class offering a place for your child. This will include an acceptance form which must be completed and returned.
3. If you do not confirm acceptance the school may remind you with a deadline date for your response. After that date the place offered will usually be withdrawn.
4. Prior to accepting the offer you should be committed to your child regularly attending. Places may be withdrawn where attendance is unsatisfactory.
5. You should check that the hours and pattern of provision offered is acceptable. A commitment to regular attendance is essential as places may be withdrawn if this is unsatisfactory.

6. If you are not offered a place your child's name will be placed in the Nursery waiting list. If places become available these will be offered in accordance with the admission criteria.
7. If you do not require an offered place or if there will be a delay in a place being taken up you must inform the school immediately.

\*\* From the term after a child reaches their second birthday, they may be able to receive 15 hours per week of child care (for up to 38 weeks of the year). Your child may be eligible if you receive one or more of the following:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit and earn no more than £16,190 from work\* (correct in June 2015)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

When you apply for a place for a two year old child, we will also ask you to complete a form that we will send on your behalf to Sefton School Readiness Service. If you are allocated a place for a two year old in our Nursery class, we will inform Sefton School Readiness Service so that they can check your entitlement to a free place.

Signed: A. P. Taylor  
Chair of Governors

Date: 13/07/16

Signed: R R R  
Headteacher

Date: 13/07/16

Date to be reviewed: July 2018