



# New Hartley First School

## Nursery Admissions Policy

### **Aim**

The aim of this policy is to outline the procedure for admission into the nursery at New Hartley First School.

The school is responsible for setting its own Nursery Admissions Policy and we aim to have a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available.

The Governing Body of New Hartley First School reserve the right to withdraw or amend this policy at any time.

### **Nursery Provision**

The nursery class at New Hartley First School has 52 places in total. This is based on 2.5 day sessions per week. 26 at the beginning of the week (A) and 26 at the end of the week (B).

26 places (A) – all day Monday and Tuesday, Wednesday morning  
26 places (B) – Wednesday afternoon, all day Thursday and Friday

All admitted pupils are entitled to 15 hours of nursery provision within school for a total of 38 weeks per year. Some working parents are entitled to 30 hours of extended provision depending on eligibility. All information regarding entitlement can be found at [Childcare Choices](#)

Children who are eligible for 30 hours will attend all day, Monday to Friday during term time.

### **Application to Nursery**

Application forms are available on the school website or from the school office. (Appendix 1)

The closing date for applications is 28 February in the year of your child's admission into nursery (based on a standard September intake).

Applications can be made as early as birth and these applications will be held in pre-admission until the child is of the relevant age. Please note proof of address and child's original birth certificate must be produced at the time of application.

Applications made after the deadline will be considered after those received by the closing date have been processed providing there are places available.

The official Nursery year will start in the September following your child's third birthday. A child who is three years old by 31st August will normally be admitted into nursery in September following their 3rd birthday depending on available places.

Children will be offered a Nursery place for the beginning of the term following their third birthday if spaces are available

Autumn Term - September

Spring Term - January

Summer Term - April

### **30 Hours Provision**

Applications for 30 hours of provision must be made online at <https://www.gov.uk/apply-free-childcare-if-youre-working> during the term prior to your child's admission date. Once the family have received their verification code, this must be entered at section 3 of the Parent Declaration Form. This form must then be presented to school as soon as possible so that the verification can take place in the term prior to the child's admission date. (Appendix 2)

It is the responsibility of parents to reconfirm their eligibility code at the end of their award period as issued by HMRC. Failure to do so may restrict your child's extended provision.

### **Nursery Admission Process**

- Your child will be offered a place via letter/email. Letters of acceptance must be returned via the school admin email by the date indicated on the offer letter. Failure to do so will result in the place being withdrawn.
- Account will be taken of any preference for session options expressed by parents on application forms, 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.
- All families will be offered a home visit prior to their child's start date. The home visit helps to make connections between home and school and to support your child to settle confidently.
- A Stay and Play session prior to your child's start date will be arranged.

Places will be allocated by the Headteacher/School Business Manager/EYFS Leader. The offer of a place will be based on the criteria and procedures laid out in this policy.

**If your child cannot be offered a place there is no right of appeal against that decision.**

### **Admission Criteria**

Where the demand for places exceeds the number available, places will be offered by applying the following criteria:

- Looked after Children who are in the care of a Local Authority
- Consideration will be given to children with educational needs
- Those who have siblings already attending New Hartley First School
- Those living within the catchment area of New Hartley First School
- Those within the catchment area of Seaton Valley schools
- Date of birth (Eldest first)
- Any other applications, will be considered, where vacancies exist, on a first come first served basis.

Each application is always considered on its individual needs and the needs of the child, whilst still ensuring that the necessary balance needed for the Nursery to function successfully for all children is maintained.

### **Attendance and loss of Nursery Place**

- Acceptance of a place must be received by the stated deadline date in the offer letter.
- If attendance and punctuality is poor the nursery teacher will talk to parents and remind them that for their child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated.
- Following this conversation attendance and punctuality will be monitored and if there is no improvement in attendance, then the child may lose their place. Parents will be notified of the loss of place in writing.

### **Transfer from Nursery into School**

It is expected that most parents who apply for a place in nursery do so with the intention of applying for a Reception place in New Hartley First School. However, all parents and carers must be made aware that a place in Nursery **does not** guarantee a place into main school and that they must still go through the correct Northumberland admissions procedure.

<b>Updated and ratified by Governors</b>	Autumn 2024
<b>Review date</b>	Autumn 2025
<b>Head Teacher</b>	Mrs Keri Dowdney
<b>Chair of Governors</b>	Ms Kim Ashby

Appendix 1 – Nursery Application Form

<b>Child</b>	
Name of child	
Date of birth	
Address	
Postcode	
<b>Proof of address and child's original birth certificate need to be shown to the school office at time of application.</b>	
Nursery hours requested (Please select)	<p>Please note that at New Hartley First School 15 hours are provided in the form of 2.5 days per week.</p> <p><input type="checkbox"/> 15 hours</p> <p>Preferred session:</p> <p><b>Group A</b> - Monday, Tuesday &amp; Wednesday morning <input type="checkbox"/></p> <p><b>Group B</b> - Wednesday afternoon, Thursday &amp; Friday <input type="checkbox"/></p> <p>Account will be taken of any preference for session options expressed by parents, however preferences will be allocated subject to availability and are not guaranteed.</p> <p>or</p> <p><input type="checkbox"/> 30 hours</p>
Preferred start date (Please select)	<p><input type="checkbox"/> Term following child's 3<sup>rd</sup> birthday (if space available)</p> <p><input type="checkbox"/> September following child's 3<sup>rd</sup> birthday</p>
Name of sibling in school (if applicable)	

Any other relevant information including evidence of any admissions criteria as stated in the Nursery Admissions Policy.	
<b>Parent 1</b>	
Name	
Address	
Contact telephone number(s)	
Email address	
Date of birth	
National Insurance number	
<b>Parent 2</b>	
Name	
Address	
Contact telephone number	
Email address	
Date of birth	

National Insurance number	
<b>Correspondence</b>	
Correspondence to be sent to	<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Both
	<p>I confirm that I have read and understood the admissions policy</p> <p>Signed:</p>
<b>Office Only</b>	
	<ul style="list-style-type: none"> <li>● Date application received _____</li> <li>● Birth Certificate seen</li> <li>● Offer letter sent</li> <li>● Acceptance received</li> </ul>