



New Hartley First School

Nursery Admissions Policy

Reviewed: February 2023

Review: February 2024

The Nursery class at New Hartley First School is a 52 place Nursery based on 2 and a half day sessions per week. 26 at the beginning of the week and 26 at the end of the week. The government funds children for 15 hours or 30 hours a week. If parents qualify for 30 hours child care – we now offer 30 hours child care in our Nursery.

The official Nursery year will start in the September following your child's third birthday.

For example a child born after August 31st would officially start the following September.

Children will be offered a Nursery place at the beginning of the term following their third birthday if spaces are still available. If spaces are not available for children due to start Nursery in the Spring term (January) or the Summer term (After Easter), they will be offered a place the following September.

The deadline date for applications for September places is the end of February.

Please note proof of address and child's original birth certificate must be produced at time of application.

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.

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 admissions policy.

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

The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to the main school.

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 Partnership 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.

Nursery Offers

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.

Attendance and loss of Nursery Place

- Acceptance of a place must be received by the stated deadline date.
- If attendance and punctuality is poor the nursery teacher will talk to parents and remind them that for the children 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

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.

Signed: *K Ashby* (Chair of Governors)

Dated: 20 March 2023