



**Woodland Primary School**  
**'Learning together'**

**Admissions (Nursery) Policy**

Evidence of intentions and practice - for the information of  
staff, governors, parents, LA, OFSTED and DfE

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**Approved by:**  
Finance, Personnel Committee

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## **WOODLAND PRIMARY SCHOOL**

### **Admissions (Nursery) Policy**

#### **1 Rationale**

- 1.1 Admission to the nursery at Woodland Primary School is determined by the Governing Body. This admissions policy does not apply to the admission of pupils into the school.

#### **2 Introduction**

- 2.1 The Governing Body has agreed this nursery admission policy so that in the event of there being more requests for nursery places than are available, there are fair and transparent admission criteria in place.
- 2.2 Woodland Primary School has a 26 place nursery and attendance is part-time, for 15 hours per week. We offer a flexible provision which allows parents to take their entitlement hours more creatively ie children can attend for 5 mornings or 5 afternoons per week or choose to have some of their sessions as full days.
- 2.3 Each session is a 3 hour block. Children can only be allocated a place in one school based nursery in the city. Nurseries do not have catchment areas in the same way as schools, so once places are full, the school will signpost parents to other providers. This could be Little Stars Children's Centre near Woodland or another primary school with a nursery.
- 2.4 Parents and carers should approach the school directly if they would like their child to attend the nursery. The schools maintain registers/lists of parents' or carers' interest in a nursery place. Early registration of interest will not however guarantee a place in the nursery. If a child gets a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school. Equally, there are children who require a school place who have not attended our nursery due to parental preference.
- 2.5 Nursery places at Woodland Primary School are open to all children, irrespective of where they live. Attendance at the nursery is not a precondition of a place in the school. Places at the school must be applied for through the separate process for school admission. Parents and carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions. It is therefore important that our nursery admissions decisions can be justified by reference to our agreed criteria.

### **3 Statement for admission to the nursery**

- 3.1 A child can be considered for a place in the nursery from the start of the term following the child's third birthday. This place will normally be for between three to five terms prior to entry into a mainstream school.
- 3.2 The governors will consider applications for nursery places against agreed criteria (see below). This responsibility is delegated on a day to day basis to the Headteacher.
- 3.3 The school will let parents and carers know of their decision regarding a place in the nursery. Where possible, this will be at least one term before admission.
- 3.4 If a child is offered a place in the nursery, parents and carers must confirm their acceptance within two weeks to avoid the school refusing places for other children unnecessarily.
- 3.5 The final decision on when a child is admitted, the number of sessions a child is able to attend and his/her pattern of attendance, rests with the Headteacher.

### **4 Criteria for admission to nursery**

- 4.1 The following criteria for admission will be applied in the event of there being more requests for places than those available. Places will be offered to children in the following priority order:
  1. Looked After Children (children in care).
  2. Children with special educational, medical or social needs if evidenced professionally (see Appendix 1).
  3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Woodland Primary School, in the following academic year.
  4. Children of school staff.
  5. Age – new arrivals to the area/requests for nursery places will be slotted in at the appropriate point (if places are available).
  6. Other children.

### **5 Conclusion**

- 5.1 This nursery admissions policy will ensure that places in our nursery are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.
- 5.2 It is important that parents and carers are aware that places within our nursery are in demand. Failure to attend regularly or erratic attendance may result in a place being withdrawn.

## **Appendix 1: Admission Criteria**

These examples are not in priority order.

### **A Examples of special educational needs might include:**

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical difficulties
- Speech and language problems
- Visual difficulties

### **B Examples of social needs might include:**

- Children who were multiple births (twins, triplets)
- A child with a confined play space
- A child from a one parent family
- A child in a family of four or more children
- A child in the sole care of grandparents
- A child who has two or more siblings under four years of age
- A child on the child protection register
- A child of parents with disabilities
- A child with English as an additional language
- A child who is in the care of the local authority e.g. in foster care

C Children who have a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) who require a significant amount of additional support.

D Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Woodland Primary School (which ever applies) in the following academic year.

E All other children for whom places have been requested.