



Admissions Policy for Barnsbury Primary School & Nursery 2024/2025

Governor Responsible: Full Governing Body
Policy originator: Admissions Secretary
Review period: Annually
Date Adopted: December 2015
Next Review: Autumn 2024

At Barnsbury Primary School and Nursery, Values are at the heart of everything we do. We aim to provide a safe, caring and friendly environment for all our pupils to allow them to learn effectively, improve their life chances and help them to maximise their potential.

The school embraces the **Values Education** which it delivers. This encompasses all interactions in school, between pupils and staff, amongst staff and amongst pupils. We aim for our Values to show through everything that is said and done in school.

AIMS

Our aims are:

To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.

To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.

To provide high quality child centred nursery education to children and families in our local community.

Admission to our Nursery does not guarantee admission to Early Years Foundation Stage of Barnsbury Primary School. Parents must follow normal procedures when applying for full-time education.

SESSIONS

2.5 days at the start of the week Mon & Tues 8.30am-3pm and Wed 8.30am-11.30am

2.5 days at the end of the week Wed 12 noon – 3pm and Thurs & Fri 8.30am-3pm

Parents may also purchase an extra 15 hours leading to a full-time place, if sessions are available.

30 hours are also available for up to 15 families subject to availability.

Parents wishing to apply for a place must complete the application form and submit it to the school directly before their child turns two years old. All applications for September 2024 intake must be received by the school by the end of the Spring term in 2024. There after all applications for termly intakes are as follows: January 2025 intake to be received by 31 October 2024, April 2025 intake to be received by 28 February 2025. The application form can be found on the school website at www.barnsbury.surrey.sch.uk or from the school office.

CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery at Barnsbury Primary School is a Nursery for 2,3- and 4-year olds. FEET funding places are also available.

The school will offer children a place in the nursery according to the criteria in the following order of priority.

- Children in the care of a Local Authority (Looked After Children).
- Children with a particular educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
- Children who have an elder sibling currently attending Barnsbury Primary School in the September of the year of their admission.
- Children who will turn 4 years old between 1 September 2023 and 31 August 2024 (this is to give priority to older children who will be due to transfer to Early Years in the next academic year and will hence only have one years left to attend nursery).

- Children who will be 3 years old between 1 September 2023 and 31 August 2024 (these children will be able to stay on in nursery for another academic year in 2024/25 as they will not be due to start Early Years until September 2025).
- Where any category is oversubscribed, applicants will be ranked according to the straight line that they live from the school with priority being given to children who live closest to the nursery. This will be undertaken by the admissions committee and reported to the next full governing body meeting.

PLACES FOR 2 YEAR OLDS

- a) Children who are eligible for FEET, with oldest by term having priority
- b) Children who are 2 years old, with the oldest by term having priority and subject to availability

When applications exceed the number of 2 year old places, the same criteria applies as for 3 and 4 year olds as above. Within the above criteria, each application is always considered very carefully on its individual needs. This process is undertaken by the admissions committee and reported to governors at the next meeting.

Where the nursery is oversubscribed it will maintain a waiting list in criteria order

FUNDING

Each 3 and 4 year old is eligible for 15 funded core hours (funding starts the term after their 3rd birthday), these can be taken either all day on a Monday and Tuesday and Wednesday morning or Wednesday afternoon and all day Thursday and Friday.

In addition to this some families may be eligible for an additional 15 funded hours if both parents earn between £5,500 and £100,000 each (in the case of a single parent family where the sole parent is

working). These additional 15 hours can be taken at our setting if places are available or with an alternative provider.

CRITERIA FOR 30 HOURS

We will have 15 spaces available to offer to families who are eligible for the 30 hours funding. These will be allocated on the basis of age, therefore the eldest children will be offered places first as they will have the shortest time left in the nursery.

If we are oversubscribed, each family will be looked at individually and places offered accordingly.

ATTENDANCE FOR 30 HOURS FUNDING

Full attendance will be required for both core and additional funded hours and this will be monitored closely. If families do not use their 15 additional funded hours each week we have the right to cease them and offer them to the next family eligible.

THE NURSERY "WAITING LIST"

A waiting list will be kept by the school which will include the names, addresses, D.O.B., and telephone number of the child along with the date that the application was registered with the school.

No child will be placed on the waiting list until they have reached 1 years old.

The waiting list **will not** offer places on a "first come, first served" basis. The length of time that children are on the waiting list in no way influences the decision about places.

NURSERY INTAKE

The nursery Class has an intake each term in September, January and April. Any spare places will be allocated during the year, as they become available.

MEALS

Children who are entitled to free school meals will not be charged. If you wish to purchase a school dinner the cost will be £2.75 per day. Alternatively, your child may wish to bring a healthy packed lunch. Please **do not** provide your child with anything which may contain nuts.

HEALTH AND MEDICAL MATTERS

Children should not attend Nursery if they are unwell and should not return to Nursery until they are fully recovered.

If your child becomes unwell during a Nursery session we will contact the parent/carer immediately.

You are asked to contact the school office if your child is absent from Nursery through sickness.

Any child who is sent home from Nursery due to sickness will not be allowed to attend for the next 48 hours. If a child is prescribed antibiotics a medical form needs to be signed at the school office to allow staff to administer medicines.

SECURITY AND COLLECTION

Parents/Carers must inform Nursery staff who is collecting your child from Nursery if arrangements are different from the norm. If you are not personally able to collect your child, either regularly or on a specific occasion, you must inform Nursery staff of the person collecting your child and provide a password.

No child will be allowed to leave with anyone unknown or without prior notification.

DECISIONS ON PLACES

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not always guarantee first preference with regards to session options.

Appeals are to be made in writing to the Chair of Governors.

The offer of a Nursery place DOES NOT in any way mean automatic entitlement into Barnsbury Primary school.

LEAVERS DURING THE YEAR

If a child is withdrawn by their parents from nursery during the school year, parents must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

ATTENDANCE & LOSS OF NURSERY PLACE

If, attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation will be recorded and dated in the child's folder.

If, however, after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

CHARGES

• 3 – 5-year olds	£5.50 per hour
• 2-year olds	£6.00 per hour

All prices are inclusive of VAT

PAYMENT

- Invoices will be raised on 25th of Month, to be paid by 25th of the following month in advance of the commencement of the session. For example, the invoice on the 25th September is required to be paid by 25th October for November booked sessions.
- Payments can be made via childcare vouchers, Parentmail (online system) or cash.
- Payment must be made in advance of booked places being used.
- Failure to pay by the requested date will result in your child losing their place.
- If your cheque is returned by the bank the charge incurred by the school will be forwarded to the parent/carer.

If Barnsbury Primary School & Nursery experiences any unforeseen circumstances out of their control, the financial charge for the Nursery will still be required even if the session has not taken place, i.e. snow days.

A review of charges and policies will take place in May each year with notice of changes being given half a term prior to the change with implementation for September.

Signed by parent/carer

_____ Date _____

Pupil Name: _____