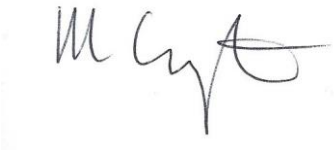
Admissions policy for Leeds community school nursery classes

Reviewed and Adopted by
Westgate Primary School Governing Body
on 02/05/2017

To be reviewed by Governors every year

Signed:  *Designation: Head Teacher*

Signed: *(Chair of Governors/ sub-committee)*

Date:

Drafted By	Julia Manning
Date of last review	11 May 2010
Approved by	Awaiting Leadership approval
Next review date	September 2010

Purpose of this Policy

The purpose of this policy is to inform parents about the fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

We have tried to mirror the school admissions policy as far as possible to smooth transitions to school. However. ***Please note the allocation of a nursery place in school does not guarantee a reception place. There is a separate admissions policy for school places.***

Basic Eligibility criteria

The age of the child: Children will be admitted to a school nursery for free nursery education on the relevant term following their third birthday. Children below eligible age will not be admitted.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

Once eligibility is established we will then offer places to children taking into account the additional priorities below.

Priority 1

a Children in public care or fostered under an arrangement made by the local authority. (see note 1)

b Children who are the subject of a Child Protection Plan

c Children with or without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs. (see note 2)

Priority 2

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3).

Priority 3

Children of parents for whom Westgate is the closest school nursery to where they live (see note 5). This does not include any voluntary-aided schools which act as their own admission authorities.

Neither does it include single-sex schools.

If we have more applications than there are places, we will offer places first to children living nearest to the school nursery (measured in a straight line) (see note 4). If two children match in distance then they will be taken in age order – oldest first. ***Even if you meet this criteria for nursery, this does not mean that you will automatically be offered a place in reception class when you apply to the school.***

Priority 4

We will give priority to parents who choose Westgate school nursery, which is not the one nearest to their home address (see note 5).
If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 4), then to children in age order – oldest first.

If we cannot offer children a place at this school nursery we will give them details of other school nurseries or Voluntary, Private, childminder or Independent sector nurseries that have places available in the immediate area.

Flexible provision

From September 2010 all school nurseries are required to deliver flexible 15 hours of free nursery education where there is demand. School nurseries must assess parental demand for flexibility on a regular basis and make flexible places available. From September 2017 all school nurseries may offer up to 30 flexible hours of nursery provision, subject to parents' eligibility. The criteria for eligibility are:
Both parents must be earning the equivalent of 16 hours of the national minimum wage (or one parent if they are a lone parent family)
Neither parent must earn more than £100K per annum. Parents can check eligibility online here: https://childcare-support.tax.service.gov.uk/par/app/applynow and must provide proof of eligibility.

In Leeds we use a number of models to define flexibility. These are:

1. 3 hours a day over 5 days a week - Sessional
2. Between 3 and 6 hours a day over two and a half days, offered at the beginning or the end of the week – Partially Flexible
3. Between 3 and six hours a day according to parental demand – fully flexible.

At Westgate, we will offer fully flexible provision from September 2017, on a sessional basis.

School nurseries should make every effort to offer places as flexibly as possible provided it does not impact on the quality of the provision. However not all school nurseries will be able to offer fully flexible places because of operational limitations.

When organising admission School nurseries **should not** give preference to children who rank highly on admission criteria and choose to take the full 15 hours entitlement over those who rank on the same level but choose to take less hours.

Furthermore, school nurseries **should not** give preference to children who rank highly on admission criteria and choose to take a sessional or less flexible over those who rank on the same level but choose to take the full 15/ 30 hours entitlement flexibly. That is unless these are the only particular sessions available because the others are full.

Additional Hours
Parents are able to purchase additional hours of nursery provision on top of their free entitlement of either 15 or 30 hours, where there is availability. This is charged at the same rate as the funding we receive for the free entitlement, which in 2017-18 will be £4.20 per hour.

Lunch-time
The 30 minute lunch slot forms part of the child's free entitlement if he/ she stays all day. A school meal is available for children who do a full day and so stay between sessions. From September 2017 the charge for a school meal will be £2.05 per day.

Admission of children after term start date

Children may be offered a place at any time during the term. However, schools will not admit children after the beginning of the term if they are already settled at another setting to ensure smooth and consistent transitions, unless there is an identified significant need or risk in relation to the child, which necessitates a move. Specifically children will not be admitted to the school at short notice solely to ensure their presence on the day of the headcount.

Admission of children not fully continent

While we strongly encourage parents to work towards children being fully toilet-trained before starting Nursery in recognition of our facilities and staffing ratios, children who still have continence issues at nursery admissions age will not be refused entry to the school nursery.

Allocation of attendance patterns

Sometimes, more families select a particular attendance pattern than we are able to accommodate. In these circumstances, the priorities for admission are applied. Where possible we also take into account working family circumstances, if parent working schedules mean that a particular attendance pattern is needed.

Note 1
Children who have been adopted from local authority care within the twelve months prior to applying for a school nursery place will also be included within the higher priority for looked after children.

Note 2
Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits in consultation with the school concerned. To receive this assistance you must contact the SEN Assessment and Provision Service on 0113 395 1035.

Note 3

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

Note 4
In Leeds we use a straight-line distance system.

Leeds uses a national computer system to run the school admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides us with coordinates for every dwelling. If they are not able to match your address with the Postcode Address File then they will use the centre of your dwelling. Westgate uses an online tool to measure straight line distance and assess eligibility for a nursery place against the Admissions criteria set out above. **This does not mean however that if you get a nursery school place you will get a reception class place**.

In the unlikely event there are insufficient places for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots.

Note 5

If you live in Leeds
If you live in Leeds and your nearest school is a school in another local authority, then your nearest Leeds school by straight-line distance will be your nearest eligible school. You can apply for any school but the nearest priority only applies to Leeds schools.

If you don't live in Leeds
If you live in another local authority and the nearest school to your home in a straight line is a Leeds community school nursery, we will give you the relevant priority under our admissions policy.

If you live in another local authority and the nearest school to your home, by straight line, is a school not in Leeds you are still able to apply for a Leeds School but priority 4 will not apply.

When we say the 'nearest' school, we do not include voluntary-aided (faith based) schools. This is because they apply their own admissions policies and, if they are oversubscribed, they mainly offer places based on the religion practised by the child and family. We do not include single sex schools as nearest schools.

Address
For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. We will investigate any queries about addresses and, depending on what we find; we may change the school nursery we offer your child. When we make an offer, we assume your address will be the same in the month in which your child starts nursery as we have on record. If you plan to move house, you must still give your current address.

A place in a nursery does not guarantee a place in the school.

Temporary School Site

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school nursery's permanent site.

Starting Reception Age

The School admissions policy has been amended to allow all children to start full time reception education in the September following their 4th Birthday. You must ensure your child receives an appropriate full time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday. If you want a later start date within the academic year you should discuss this with the school. The child will then be eligible to attend extended free nursery education until the summer term when they must take up their place within the school reception class. If you wish the child to start in the term following their 5th birthday you may apply for your child to join the Reception class, rather than joining his/ her chronological year group (Year 1).

Appendix 1
Confirmation of information held on the Nursery waiting list

WESTGATE PRIMARY SCHOOL
Striving for Excellence • Caring for Children

Scarborough Road, Otley, West Yorkshire LS21 3JS
Tel: 01943 462349 ●
Headteacher: Ms H.R. Carpenter ● email: info@westgateprimary.co.uk

Date:

Dear

Nursery Waiting List

Thank you for your enquiry about a Nursery place for your child. I can confirm we have recorded the following details on our system:

Personal Details	Sessions requested	
Child's name:	Monday	AM / PM
Date of Birth:	Tuesday	AM / PM
Parent/ Carer name:	Wednesday	AM / PM
Address:	Thursday	AM / PM
Email:	Friday	AM / PM
Telephone:	Or	
Term eligible for Nursery:	☐ Preference not yet indicated	

We will contact you as follows:

- For a September start: The beginning of May
- For a January start: The middle of October
- For an April start: The beginning of February

If any of the details we hold change, please contact us so that we can amend our records.

Yours sincerely

Helen Carpenter
Head Teacher