



Admissions Policy for 2 year old provision and Nursery

Admissions Criteria

The nursery at Winton Primary School has 39 places. These are a combination of full time and part time places. Places are offered on the following criteria-

- Children in care of local authority (CLA)
- Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
- The age of the child in relation to their start date.
- Children who have an elder sibling currently attending Winton Primary School in the September of the year of their admission.
- The position of the children's home address in relation to the school.

With part time applicants parents will be asked for a preference. Places are offered based on availability and a preference cannot be guaranteed. If a preferred session is not available an alternative will be offered.

'Consideration' List

- A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.
- The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.
- Parents will be notified by the school office via telephone or letter when a place becomes available.
- Parents will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

Nursery Intake

- The nursery Class has a major intake in September. These will be a mixture of 3 and 4 year olds depending on those on the consideration list.
- The September intake will be staggered over the first 2 to 3 weeks of term.
- Any spare places will be allocated during the year, as they become available, providing that the child has already passed his/her third birthday.
- We are required to ensure that places are reserved for children who are already in the setting as part of our 2 year old provision. Typically, this means we will reserve:
 - 10 places in Autumn Term
 - 8 places in Spring Term
 - 6 places in Summer Term

Decisions on Places

- Decisions will be made by Admissions in the school office, through discussion with the Assistant Head for Early and the Headteacher if required. 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 guarantee first preference with regards to session options.
- Decisions will be final and there is no right of appeal.

- The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school. Reception applications are made through online admissions to Islington Local Authority.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and to ensure very good attendance.

Transition

- For children starting in September a welcome meeting will be arranged to meet the Headteacher, Assistant Headteacher and Class teacher.
- Children will be offered an opportunity to attend a stay and play session with their parents before taking up their place.
- Home visits will be arranged for children starting in September. Two members of the school staff will attend the home visits. While these visits are being made the nursery will be closed.
- It may be possible for children who join the Nursery at other points during the year to receive a pre arranged home visit before they are due to start.
- Where a home visit is not possible or parents do not wish to have one a teacher parent meeting will be held at the school before the child starts.

Attendance and Loss of a 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. This conversation should be recorded and dated in the child's folder.
- Where attendance is not good (nb: below 90% will be considered a possible concern) then the place may need to be reviewed if there is not sufficient reason for the absence.
- Parents may be called in to meet the Learning Mentor and/or a senior member of staff if attendance is a concern. Following the meeting, if 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.

Transfer from nursery to Reception

- All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the Islington admissions procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.
- Children moving into the school Reception class will visit in small transition groups during the end of the summer term.
- Children attending other schools will have all records passed onto the school and staff at the new school will be offered opportunities to visit children in the nursery.