



**LAYFIELD PRIMARY
SCHOOL**

Nursery Admissions Policy

July 2022

Review date: July 2023

Admissions to Nursery at Layfield Primary School are managed by the school. Layfield Primary School Nursery has a capacity of 26 pupils for each morning and afternoon session. This gives a total capacity of 52. As the Reception has capacity for 27 pupils, 30 of the 52 places are prioritised for N2 children to maximise opportunities for our families to access Nursery. Parents must be aware that the Local Authority manages admissions to Reception and therefore a place in Nursery at Layfield does not guarantee a place in Reception at Layfield. Nursery Admissions occur throughout the year, therefore sessions will be allocated to ensure that there is a balance of numbers across the different options.

Stage 1:

Parents expressing an interest in a place for their child in our Nursery will be asked to complete an Application for Layfield Primary Nursery Class Form.

Stage 2:

Once an application has been received the information will be put on to the schools 'Foundation Application List' register. Parents are notified that their application has been registered with a letter advising of the process. The letter informs parents that they will be contacted in the half-term preceding the full term before the child's third birthday (giving a minimum of three months notice, possibly up to six months notice) to advise if a place can be offered. The letter includes the admission criteria so that parents can assess the criteria against their own situation.

Stage 3:

The parents are contacted a term and a half before the child's third birthday to either:

Make a firm offer of a place and arrange the sessions. Book a home visit date for nearer the actual admission time.

or

Advise the parent/carers that we are unable to offer a place at this time - parents should be given the option of either removing their details from the list or leaving the application should there be any changes to the situation in the future.

Places will be allocated according to availability as described below.

ADMISSION CRITERIA FOR SEPTEMBER 2022/2023

The Admission Policy will give priority to applications for admission to Nursery if places are oversubscribed (these are in line with the Local Authority Admissions Policies to assist continuity from Nursery to Primary as far as we are able), in the following order:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Pupils with a Special Educational Need (SEN) who are going through a statutory assessment and who have been identified as needing a 'named' mainstream school.
3. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. This criteria only applies to siblings who are of compulsory school age.
4. Pupils permanently resident (the address at which the child is registered for child benefit), who expresses a preference for that school (proof of address may be required) within the admission zone.
5. Pupils with exceptional social and/or medical reasons for attending the school. A letter from the child's GP or other relevant professional such as a social worker must be submitted by you with the application stating why your child's needs can only be met by attending the preferred school.
6. Pupils who live closest to a particular school measured in a straight line "as the crow flies".
7. Availability of places in N1 and N2 year groups.

Flexible Entitlement and Nursery Session Options

Children aged three years old are entitled to 15 hours in our Nursery setting. At Layfield Primary School this is available in four options:

Option 1: AM Monday- Friday

Option 2: PM Monday - Friday

Option 3: Monday AM, Monday PM, Tuesday AM, Tuesday PM and Wednesday AM. *(Please note that this does not include 45 minutes between the AM and PM session, however, wrap-around care is available from Action For Children (Spring) for a small charge and is subject to availability and pre-booking).*

Option 4: Wednesday PM, Thursday AM, Thursday PM, Friday AM and Friday PM. *(Please note that this does not include 45 minutes between the AM and PM session, however, wrap-around care is available from Action For Children (Spring) for a small charge and is subject to availability and pre-booking).*

Sessions will be allocated by the school depending on availability. Parents will be telephoned by a member of staff in the term before their third birthday and asked if they still require a place. Parents are asked to express their session option. Whilst we endeavour to do our best to accommodate every first choice, it may not always be possible to if demand is high. Places will then be allocated where we have space.

30 Hours Free Childcare

All 3 and 4-year-olds in England already get 15 hours a week of free early education. If you are living and working in England, your 3 or 4-year-old may be entitled to 30 hours free childcare.

At Layfield Primary we offer 15 hours in our school Nursery and parents can access the additional 15 hours from a range of providers:

- Action For Children Day Care on the Layfield site
- Child Minders (ask at Layfield Children's Centre for details of local Child Minders)
- Play Groups and Pre-school Settings

To find out more about 30 Hours Free Childcare and to find out if you are eligible, follow these links:

<http://stocktoninformationdirectory.org/kb5/stockton/directory/family.page?familychannel=1010>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>