



POLICY STATEMENT FOR NURSERY ADMISSIONS

Introduction

Currently in England all 3 and 4yr olds are entitled to free high quality education 15 hours per week (570 hours) over 38 weeks of the year the term after their third birthday until they either start reception class in a maintained nursery school or reach compulsory school age, which is the term following their 5th birthday. Parents and carers have a choice of which school their child attends as long as there are places available at their chosen school. Children moving to England from another country can access a place on the same basis as any other child in the Local Authority area, provided they meet the relevant eligibility criteria for their age.

Bedlington Station Primary School

We are a 26 place nursery operating both mornings and afternoon. We pride ourselves on providing a warm, welcoming, safe, secure, stimulating and vibrant early year learning environment and truly knowing the individual needs of all children attending nursery providing the foundation for children to achieve their full potential and be school ready. We welcome parents and carers to visit our nursery.

Places will be allocated prior to the term in which a child is eligible to start. We offer 5 mornings or 5 afternoons per week, 15 hours in total and will guarantee all children 3 terms in nursery. In the event our nursery is under subscribed some older children could have up to 5 terms in nursery, depending on their date of birth.

Demand for places is usually high and to offer a fair, transparent and efficient system we use the following criteria when allocating places, advised by the Local Authority.

1. Priority will be given to children who are 3 by the 31st August prior to the academic year in question.
2. Child's Date of Birth
3. Live within the catchment area of Bedlington Station Primary School*₁ (see info below) .
4. Live outside the catchment area but already have an older brother or sister, including step brothers and sisters they reside with at the same address and in attendance at the school, including siblings from multiple births.

*₁. Whilst every effort will be made to ensure a place for every child within the school catchment area we cannot guarantee that this will always be the case.

In addition, consideration will be given to children on whose behalf evidence of exceptional medical or social need is presented. This will normally be supported by a professionally involved third party.

Application forms are available on request from our school office (see appendix 1). Once an application form is received it is filed in birth date order for admission after the child's third birthday depending on intake and numbers on roll. Should we receive higher demand than places we will hold a waiting list and notify parents when a place becomes available, the above criteria will apply.

Induction Programme for children entering Nursery:

Prior to admission, all parents or carers and their child will be invited to a meeting at the nursery where they will be given relevant information about the Foundation Stage unit, curriculum and starting nursery. Parents or carers and their child will be given the opportunity to meet key staff, observe and interact with the learning environment and make an appointment for a home visit.

We pride ourselves on working in close partnership with parents and carers and encourage parents and carers to share as much information about their child as possible in order to help the nursery staff better understand the individual needs of each child. Prior to starting nursery, children are visited at home by two members of nursery staff, with the agreement of the parents or carers.

Early years care and education can be delivered by a range of providers. Our nursery staff is committed to working closely with other early years and childcare settings and child-minders to support children who attend more than one setting or who move from a previous setting. Reciprocal visits are also offered to ensure effective communication, information sharing and a smooth transition for your child. Entry arrangements are personalised depending on individual, family and school needs. This is facilitated by our Office and nursery staff.

Please note that any offer of a place will be held open for ten working days from the date of the offer. No response may be deemed a rejection of the place offered whereby the place may be withdrawn without further notice and offered to the next applicant waiting.

IMPORTANT

A place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false date of birth or address will be withdrawn and the place reallocated, where practicable, using the priority criteria outlined above. It is for the parent or carer to satisfy the school of their circumstances.

It is important to note that there is no automatic right to transfer from Bedlington Station nursery into our Reception class. All children must reapply if they wish to start Reception at Bedlington Station Primary School by completing the relevant application form that is provided by the Local Authority.

Deferred Entry

Where a place has been offered in the nursery and a parent accepts the nursery place they can choose to defer entry until the term after the child's fifth birthday. In these circumstances a place will be held and will not be offered to another child if this is deemed in the best interest of the child.

Raising Concerns

A parent or carer with a concern regarding the free entitlement should initially raise their concern with a member of the nursery staff. The nursery staff will investigate your concern in accordance with our complaints policy. If you feel your concern has not been resolved according to the terms of the free entitlement you can inform the Local Authority of your concerns in writing. If you remain dissatisfied you may lodge an appeal with the Local Authority via Northumberland Families Information Service on 0800 023 4440 or (01670) 624889. In the event you are not satisfied in the way your appeal has been conducted or believe that the Local Authority has acted unreasonably, you may make a complaint to the local Authority Ombudsman. You may wish to put your case forward in person. The hearing will be as informal as possible. You can obtain further details on how to lodge and appeal from the school office

Main School

For Northumberland County Council School Admissions please click on the link below which will take you directly to their website.

www.northumberland.gov.uk/default.aspx?page=2310

If you have any further questions please contact the school office on 01670 822326

Ofsted

Ofsted are the official regulatory body for inspecting schools, including our nursery. Inspections are designed to support improvement in education by setting standards, reporting on performance against other relevant standards set by government, and raising expectations of performance in all settings and remit inspected and regulated. It provides challenge and the impetus to act where improvement is needed. All reports are published and include their findings on how the school has performed in Teaching and Learning and its culture. To obtain a copy of our recent Ofsted report please contact our school office or visit our school website.

Policy Updated:	November 2016
By:	Mr C Sutherland / Mrs W Walker
Ratified by Governing Body:	November 23 rd 2016
Review Date:	November 2017

Appendix 1 – Current Nursery Application Form

Bedlington Station Primary School
 School Road
 Bedlington
 Northumberland
 NE22 7JQ

01670 822326

Email: admin@station.northumberland.sch.uk

Headteacher: Mr C. Sutherland

Nursery Application Form

Bedlington Station Primary School is a 26 place nursery operating both mornings and afternoon. We pride ourselves on providing a warm, welcoming, safe, secure, stimulating and vibrant early year learning environment and truly knowing the individual needs of all children. We welcome parents/carers to visit our nursery.

Once an application form is received it is filed in birth date order for admission after your child's third birthday depending on intake and numbers on roll. The safety and welfare of your child is paramount, it is therefore important that you inform us immediately of any changes to your contact details.

Please complete this form and return it to the school office either in person or by post to the address above.

Full Name:	
To be known as:	
Address:	
Postcode:	
For admission purposes only one address can be used as a child's permanent address. However if care is split between 2 parents or carers we should know of both addresses for our records so please provide details of the other address	

SCHOOL POLICY STATEMENT

Date of Birth:	
Male / Female	
Nationality:	
English as an Additional Language:	
Special Educational Needs:	
Religion:	
Dietary Needs:	
Doctor's Name:	
Medical Practice:	
Medical Conditions / Allergies:	
Mode of Travel:	
Main Contact Name:	
Main Contact Telephone Number:	
Relationship to the child:	
Address:	
Postcode:	
Other Children in Family:	
Has your child attended a pre-school nursery, child-minder or play group setting? Please give details:	
Do you intend to send your child to another child care setting in conjunction with your child's nursery place? Please give details:	
Any further information you think we may need to know:	

Please note that once a child is admitted to our Nursery, regular attendance is expected and encouraged in order to lay the firm foundation for good attendance habits in Reception and to ensure that the children maximise their learning experience. We will undertake reasonable enquiries and contact parents and carers at the earliest opportunity where a child's usual pattern of attendance changes to establish your child's whereabouts and consider notifying the local authority at the earliest opportunity where concerns arise.