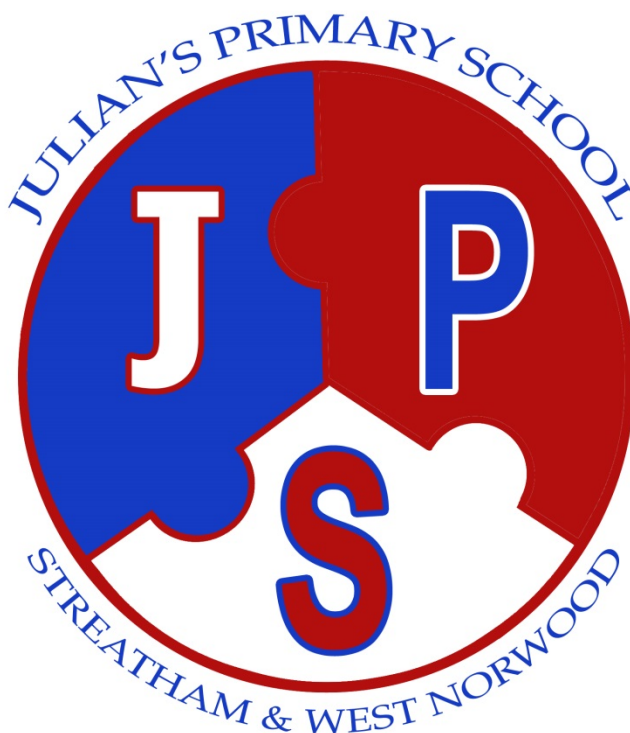


Julian's Primary School

Nursery Admissions Policy



Alison Møller
Executive Headteacher

Approved by Governing Body

Signed by Chair:

Date:

Date of next review:

Document Control

Change Record

Date	Author	Version	Change Reference
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Distribution

Reviewers	Approvers	Distribution
Resources Committee	Resources Committee	Staff, Parent/Carers

Julian's Primary School is currently a five form entry school on two sites, Streatham and West Norwood. The school has a fifty place (two twenty-five place sessions per day) Nursery based at the West Norwood site. Children are admitted to either a morning session (8:45am – 11:45am) or an afternoon session (12:30pm – 3:30pm) and attend their allocated session five days a week.

Applications for starting in the September following a child's third birthday must be received by the school by 31st January of that calendar year. Any applications received after this date will be considered once on-time applications have been processed and places offered.

The criteria applied are the same as those applied for admission to Reception:

- 1. Looked after children:** Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after. A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.
- 2. Siblings:** applicants with another child from the same family already attending the Primary School. "Sibling" is defined as a full, half or step brother or sister living at the same home address. It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must still be on the roll of the school at the time of admission. "Home address" is the address at which the pupil should live permanently and full time as the principal residence. It does not include short term rental or lease.
- 3. Medical and/or social reasons:** in exceptional cases the Governing Body may admit children because they have professionally supported educational, medical or social needs that the school is especially able to meet, even though they would not otherwise qualify for admission. Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Julian's Primary School is the most suitable school and what difficulties would occur if the child had to go elsewhere. Application under these criteria does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.
- 4. Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Julian's Primary School for a minimum of 0.6fte (21 hours support staff / 16.5 hours teaching staff) and have been employed at the school for at least 2 years at the time of submitting the application (i.e. their employment must have started no later than September 2018).
- 5. Distance:** proximity of the child's home to the West Norwood site, measured along the shortest walking route lit by street lighting, with those living nearest accorded the highest priority. Distance is

taken as proximity from the home address to the school entrance on Wolfington Road, as measured by the most suitable walking route. The school uses the same software that Lambeth uses for measuring distance and this is DATAMAP.

Nursery Session Choice

Parents/carers are asked to indicate their preference of a morning (8:45am – 11:45am) or afternoon (12:30pm – 3:30pm) when they complete their application form. Each session caters for 25 children. In the case where a session is over-subscribed, places will be allocated in the following order:

1. Looked after children
2. Siblings
3. Medical/social
4. Children of staff at the school
5. Distance. In the case where the sibling criteria is reached, distance will be measured to the site that the sibling attends the school.

Where a session is over-subscribed and the sibling priority (as per criteria 2) exceeds the number of spaces available, distance of the older sibling to their site (as per criteria 5) will apply.

Where spaces are still available following the allocation process, applications from children who have passed their third birthday will be considered. In this case, spaces will be allocated as follows:

1. Looked after children
2. Siblings
3. Medical/social
4. Children of staff at the school
5. Distance. In the case where the sibling criteria is reached, distance will be measured to the site that the sibling attends the school.

Offering Places

Offer letters will be sent out by the school by 15th March. Parents/carers are asked to confirm their acceptance of a place in the Nursery by 31st March. Parents/carers who accept a place will be expected to commit to taking up the place for the rest of the academic year. A home visit will be made before a child takes up their place.

If a child is to be withdrawn from the Nursery, the school requests that four weeks' notice is given. Places cannot be held open for extended periods of time.

Waiting List

A waiting list is kept for all children who have not been allocated a place. If a place does become available during the school year, the school will offer the place to the child on top of the waiting list in the first instance and if not required, the place will be offered to the second on the waiting list and so on.

Attendance

If attendance and/or punctuality are poor or erratic, the Nursery teacher will talk to the child's parents/carers 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 records. If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Head of School. If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child's place may be withdrawn. Parent/carers will be notified if a place is withdrawn in writing.

If a child is absent for a period of 10 days without any contact from the parents/carers and the school has been unable to make contact within this time, the child's place will automatically be withdrawn and it will be offered to someone else. This will be decided by the Executive Head teacher, and a letter explaining the situation will be sent to the parents/carers.

Transfer from Nursery to Reception

Parents/carers should be aware that a place in the Nursery does not guarantee a place in the school and that they must still go through the correct Lambeth Admissions Procedure. The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception classes, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Executive Head teacher will be happy to discuss any concerns parents/carers may have about the allocation of places.