SPINDLE POINT PRIMARY SCHOOL

ADMISSION POLICY FOR NURSERY CLASS

The Governors of Spindle Point School recognise the importance of Nursery provision for all children in the community, regardless of where the child lives or whether the child has older siblings in school already. Where the number of available places is sufficient for the demand, children are admitted to the Nursery class once they have turned three. The Governors endeavour to offer both part time and full time places (as detailed below) and will remain flexible in the balance between full time and part time places in response to the needs of the school community. The total number of children on roll in the Nursery Class at any one time (either morning or afternoon) cannot exceed 30 due to infant class size legislation.

PLACES AVAILABLE

15 HOURS UNIVERSAL FUNDED PLACE

All children who have turned 3 years old are entitled to a 15 hours part-time place, either mornings (8.45am – 11.45am) or afternoons (12.30pm – 3.30pm)

30 HOURS FUNDED PLACE (from September 2017) 8.45am – 2.45pm

1. 30 hours funded places are only available to parents/carers who fulfil the eligibility criteria set by HMRC www.childcarechoices.gov.uk
2. Parents/carers must supply the eligibility number and their National Insurance Number to the school for validation.
3. Funding is only available the term after the application has been processed by HMRC, regardless of the age of the child.
4. Parents/Carers will be prompted via text or e-mail directly from HMRC to renew their eligibility code every 3 months.
5. There is a set 'grace' period before a funded 30 hours place is withdrawn for parents/carers whose circumstances change.
6. Where parents/carers remain ineligible for the funded 30 hours place, after the 'grace' period, they can only continue with a full time place by paying the school £75 per week (plus £10 per week if a school lunch is required). Alternatively, a free part time (15 hours) place will be offered.
7. Parents/carers who are not paying top up charges (30 hours funded plus) must collect their child no later than 2.45pm or additional fees will apply.

30 HOURS FUNDED PLACE PLUS (from September 2017) – 8.45am – 3.30pm

AS ABOVE ITEMS 1 – 6

8. Parents/carers pay a weekly amount of £20 to cover the additional 3.75hours of provision.
9. Payment is required for every week the school is open and no refunds/waivers will be given for absences.

WRAP AROUND CARE PACKAGE – 8.45am – 3.30pm INCLUDING A SCHOOL LUNCH

1. Available for parents/carers who are not eligible for a 30 hours funded place but wish to extend the universal 15 hours funded place to full time.
2. Parents/carers pay a weekly amount of £85 and £11.50 for a school lunch.
3. The full time place will be changed to a part time (15 hours) place if payment is not made.
4. Payment is required for every week the school is open and no refunds/waivers will be given.

OFFERS OF PLACES

Parents/carers are asked to indicate their preferred choice at the start of the process but the Governors cannot guarantee to meet requests.

Places are offered according to the principles set out below.

- **For the September intake** places are offered first to those children who are already in Nursery (children who started in January or mid-year). This includes offering the opportunity to change from part time to a full time place.
- Places are then offered to all children on the waiting list who are already 3 on 31st August, placing those children requiring full time places and then those children requiring part time places. It is at the school's discretion as to how these places are filled. If the Nursery is oversubscribed, places will be offered to families who submitted the earliest application date.
- Full time places will be offered provisionally to those who are seeking a 30 hours/30 hours plus funding. This offer will be withdrawn if the school does not receive the eligibility code and National Insurance number from parents/carers the term before the place is made available.
- **For the January intake** places are offered to children who are already 3 on 31st December

If the Nursery class is oversubscribed the following criteria will be applied to all applications in priority order.

1. Children in Public Care including adopted children who were previously in care and children who leave care under a special guardianship or residence order.
2. Other children who are considered 'vulnerable' including
    - Children for whom there is a child protection plan or has been within a 12 month period
    - Children who have had a period in care within 2 years of the admission application and are still receiving social care services
    - Children who are considered to be at significant risk of becoming looked after

- Children who are living in temporary accommodation due to fleeing violence and the area, rehousing has been identified.

3. Children of staff at the school where the member of staff has been employed at the school for at least 2 years at the time at which the application for admission to the Nursery is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Late Applicants

Where applications are received after the place allocation process has begun the application will not be considered until the process has been completed. If there are remaining places available these will be offered to families in line with the above principles.

In- Year Applicants

When an application is received mid-year, outside the usual place allocation process, and the child has already turned 3 (by 31st August or 31st December whichever is applicable), a place will be offered, subject to availability.

Admission to the Reception Class

Bolton Local Authority manages the admission process to the Reception Class, in accordance with the published admissions policy for Community Primary Schools.

Children who have attended Spindle Point Nursery Class do not automatically move into the Reception class.

ATTENDANCE AND PUNCTUALITY

Nursery education is non-statutory but punctuality and establishing a good pattern of regular attendance are important if children are to have full benefit of the place and to set good habits and expectations for statutory education. The Governors ask parents/carers to support the school in this. Nursery children should be dropped off and collected at the correct time. Parents/carers should inform school of any pre-planned absence or on the first day of unplanned absence. Where attendance is unsatisfactory the Head will discuss the reasons with the parents. The Head Teacher may remove the child from roll if the attendance does not improve. This may then free up an additional place for a child on the waiting list.

EXPECTATIONS OF BEHAVIOUR

Our staff are very skilled and experienced in managing children's behaviour in a positive and supportive way. The vast majority of children respond well to the clear boundaries set by the school, particularly where parents/carers support the school. Staff are always willing to support parents/carers where they are having difficulties managing their child at home by sharing some of the strategies that are used in school.

On the rare occasion that the behaviour of a child puts the safety of himself/herself, or other children or staff in danger the school may limit the child's attendance in the Nursery or in extreme cases withdraw the place altogether where no other solution can be found.

Reviewed and amended February 2018- agreed by Governing Board