West Berkshire Council
Nursery Admissions Policy for Community and Voluntary Controlled Schools

NURSERY ADMISSIONS ARRANGEMENTS

POLICY PROCESS

- This policy applies to Community Nursery Schools and Nursery Classes at Community and Voluntary Controlled Schools in West Berkshire.
- Governing Bodies of Voluntary Aided Schools and Academy Schools with Nursery Classes will receive recommendation to adopt a similar policy with an aim of equitable access.
- Policy will be reviewed annually alongside School Admission Arrangements and determined by 28 February. (Governing Bodies of Voluntary Aided Schools should do similarly)
- The Policy will be published on the Local Authority's (LA's) website.

RESPONSIBILITY FOR ALLOCATION

- The LA will delegate responsibility to Governing Bodies to apply this policy for Community and Voluntary Controlled Schools.
- The Governing bodies of Voluntary Aided Schools and Academies are responsible for setting their own Nursery Admissions policy and applying that policy as they see fit.
- The LA will offer support and advice to schools with the implementation.
- It is recommended that full Governing Bodies establish an Admissions Sub-Committee consisting of, as a minimum, 2 Governors, the Headteacher and, if desired, a non-voting Nursery Teacher, to confirm allocations within the policy.
- The Governing Body or Headteacher must not override the published policy and criteria.
- Places must not be refused on grounds of information from other sources.
- Places must not be refused due to perceived special educational needs.
- Places must not be refused on grounds of previous difficult or challenging behaviour.

WEST BERKSHIRE PROVISION

SCHOOL
Community Nursery Schools
Hungerford Nursery School
Victoria Park Nursery School
Community Schools with Nursery Classes
Calcot Infant School & Nursery
John Rankin Infant & Nursery School
Mrs Bland's Community Infant & Nursery School
Pangbourne Primary School
Purley Primary School
Robert Sandilands Primary & Nursery
Springfield Primary School
Spurcroft Primary School
The Willows Primary School
The Winchcombe School
Westwood Farm Infant School
Voluntary Controlled Schools with Nursery Classes
Basildon C.E. Primary School
Thatcham Park Church of England Primary School
Theale Church of England Primary School
Voluntary Aided School with a Nursery Class
St John The Evangelist Infant & Nursery School
St Joseph's Catholic Primary School
Academy schools with Nursery Classes
Fir Tree Primary School & Nursery
Lambourn CE Primary School

*** Please contact your preferred nursery for individual session times. Nursery contact details are available on the West Berkshire Council website www.westberks.gov.uk**

- A pupil's final term will be the term in which he or she will attain the age of 5.
- No fees or charges will apply at any time for the core entitlement. Please note, you could be offered additional sessions, where available, but these may be chargeable. These may, however, need to be withdrawn if required at a later date for another pupil as part of their free core sessions.

SESSION ALLOCATION

- The core entitlement will consist of a maximum offer of 15 or 30 hours per week. This may be offered flexibly if agreed with the parent
- Allocation limited to available hours
- Parents will not be able to defer allocation of the free entitlement to a following term; the application must be considered afresh with the child remaining on the waiting list.
- It is the responsibility of the school/nursery to find out if the child is being funded in the private or voluntary sector e.g. day nursery, pre-school or accredited childminder, or within another county.

MAKING AN APPLICATION - REGISTER OF INTEREST

- Parents should register an interest in a nursery place from their child's 2nd Birthday (or 1st if applying for a 2 year old place where available)
- No parent shall be guaranteed a place in the nursery.
- No place will be allocated without completion of a Nursery Admission Form at the appropriate time.

APPLICATION FORMS

- Forms will be available from the Nursery.
- No admission will be considered without completion of an application form.
- Admission Forms will request the following:
    1. Name
    2. DoB
    3. Gender
    4. Address
    5. Telephone Contacts
    6. Birth certificate / Passport check
    7. Declaration from parent/carer to determine if child is/would be attending another setting
    8. Ethnicity (Non- compulsory request)
    9. Parent / Carer details
    10. Signature and Date
    11. Session preference (a.m./p.m./flexible offer/No Preference – Where available) (N.B. the free entitlement will be allocated in order using the oversubscription criteria shown over the page

ALLOCATION PROCESS

- Offered places must be accepted within 2 weeks or the place will be withdrawn and re-allocated.
- Places will be available until the parent withdraws the child, or he or she reaches compulsory school age.
- There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested.
- The LA will normally only consider cases where parents feel that this policy has not been applied correctly.
- Applications will not be considered on the length of time on a waiting list or by date of application.

LATE APPLICATIONS

- Late applications will only be accepted for a good reason provided that they are received before allocation procedures begin.
- All other late applications will be placed on the waiting list and if necessary considered in the following term's allocation process.

ABSENCE

- Any child with un-authorised absence for a period of 15 consecutive school days may have their place withdrawn.
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process.

OVERSUBSCRIPTION CRITERIA

- Children with Education Health and Care plans will be allocated outside of the normal application process.

Thereafter, applications will be considered against the following criteria**:**

Age	Oversubscription Criteria	Tie Breaker
3,4 & 5 (and 2 where the school has provision)	**A -** Looked After Children (LAC) and 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 being Looked After	Within any of the over-subscription criteria priority will be given to the oldest applicant (i.e. by date of birth); if necessary thereafter to whose permanent home address is nearest to the preferred nursery. Distances will be measured using the West Berkshire Geographical Information System available through the home page (www.westberks.gov.uk) taking a straight line from the home address and the nursery and not taking travelling distances.
5	**B** - All pre compulsory school age 5 year old children	
4	**C** - Children with exceptional social/medical grounds	
	D - Siblings already in the Nursery or Nursery Class	
	E - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	F - All other applicants	
3	**G** - Children with exceptional social/medical grounds (This may include children eligible for 2 year old funding providing the school admits 2 year olds)	
	H - Siblings already in the Nursery or Nursery Class	
	I - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	J - All other Applicants	
2	**Not all nurseries provide spaces for 2 year olds**	
	K- Children with exceptional social/medical grounds	
	L - Children eligible for 2 year old funding	
	M - Siblings already in the Nursery or Nursery Class	
	N - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	O - All other Applicants	

- Community Nursery Schools do not have catchment areas.
- Exceptional Social/Medical Grounds – should be supported by professionals, e.g. Health Visitor or Pre-School Teacher Counsellor

WAITING LISTS

- Waiting lists will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria. Waiting lists will be amended with in term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarly.
- Places will be allocated as they become available within the term.

DEFINITIONS

- The definitions of the following terms will be as defined in the LA schools admission arrangements:

1. Parent/Carer
2. Sibling
3. Home Address – including change of address process
4. Free entitlement

MEALS PROVISION

- Eligible children receiving the free entitlement before and after a lunch period will be eligible for a Free School Meal.
- Eligibility will be assessed similarly as for Free School Meals in a school.

NOTES REGARDING ADMISSIONS TO SCHOOLS

- There is no automatic transfer from a nursery class to a school
- Applications for school places must be made on the LA Primary School Admission Form – online at www.westberks.gov.uk/primaryadmissions
- All school places will be allocated in accordance with the School Admissions Policy

If you have any questions, comments or queries regarding this policy please contact Nick.Winter@westberks.gov.uk or telephone 01635 519772.