



**Ivingswood Academy  
Nursery Admission Policy**

**March 2022**

**This policy was approved by the Local Governing Body on 15<sup>th</sup> March 2022  
Next review: March 2025**

## **Background**

The Nursery at Ivingswood Academy admits children between the ages of 2 and 4 years old. We aim to provide high quality provision for all children in the local community. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will liaise fully with parents and professionals to ensure that as far as possible all children will experience a happy and secure stay in our school.

The following admissions policy applies to children between the age of 2 and 4 years old and applies only to applications for the Nursery. Nursery age children are not counted towards the roll for the main school and children attending the Nursery will not be guaranteed a place in the main school. Parents must apply for a school place in accordance with the main school's admissions policy

It is our aim that the majority of children attending the Nursery progress through to the Reception class and beyond at Ivingswood Academy.

## **Provision**

Ivingswood Academy Nursery operates 5 sessions per week, each for a total of 3 hours. The sessions run from 8.45am – 11.45am. Places are allocated according to the criteria below, providing that staffing ratios are within the statutory range. Children may attend Nursery for between 2 and 5 sessions a week. In order to get the best from the Nursery provision, all children are encouraged to attend for 5 sessions a week.

## **Nursery Admission Criteria**

In the event of the Nursery being oversubscribed, places will be allocated according to the main school's admission rules and arrangements in order of priority. The current admission rules for 2022 are shown below but may change in subsequent years. A copy of the school admissions's policy is available on the school website.

Children with an Education, Health and Care Plan naming Ivingswood Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children, or previously looked-after children who ceased to be so because, immediately after being looked after they were adopted or became subject to a residence order or special guardianship order (See Note 1) and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who have exceptional medical or social needs that make it essential that they attend Ivingswood Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in our catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in our catchment area
5. Children of staff where either:
  - a. The member of staff has been employed at the school for two or more years at the time at

which the application for admission to the schools is made, and/or

b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Children with a normal home address outside our catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vii should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school

### **Procedure for application of places**

- Parents can register their child with the school for consideration for a place in the Nursery from 6 months after their first birthday. Places are, however, not allocated on the basis of when the registrations are made.
- Registration should be made via the school office.
- Advance visits to the Nursery are warmly welcomed and can be arranged via the school office
- Children may start in the Nursery in the term after they turn 2.
- Children usually start at Nursery at the beginning of a school term. Children may only be admitted outside of the start of term if there are available spaces and with the permission of the Headteacher.
- Once admitted to Nursery, children are automatically allocated a place for the next term or until parents notify us of a wish to increase or decrease the number of sessions attended.

### **Accepting or declining the offer of a place**

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the setting within 3 weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and a phone call made. Parents will be asked to provide, following the allocation of a Nursery place, as part of the acceptance or registration procedure, the child's birth certificate to verify the child's date of birth. Parents are requested to advise the school office at any stage if they are not accepting the place for any reason.

### **Deferring a place**

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term, after which time parents will need to reapply for a place for their child. A place can only be deferred if there are at least 2 places free in the nursery class. This is to ensure that we will not be in the position of turning a child down who is ready to start immediately. If a place is reserved during the autumn term, the child must start at the beginning of the spring term. A place reserved during the spring term must be taken up at the beginning of the summer term.

### **Admission arrangements**

- After a place has been allocated, parents/carers are required to visit the Nursery and discuss routines and procedures.

- The Nursery operates a flexible start, and where appropriate, a child may attend for brief periods at first, gradually building up to a full session. Staff liaise closely with parents to ensure that the settling-in process is tailored to meet each child's individual needs.

### **Charging policy**

- Prior to compulsory education, every child is entitled to receive 15 hours' free education from the start of the term following his or her third birthday. Depending on a family's circumstances, some children are eligible to receive 15 hours free education from the start of the term following his or her second birthday. Information on how to apply for funding can be found online at <https://earlyyears.buckscc.gov.uk/funding-information-for-parents/>
- Children who are not in receipt of 2-year-old funding, or are using their allocated 15 hours funding at another setting, are subject to our Charging and Remissions policy.

### **Changing provision**

- If a child is to leave the Nursery before reaching school age, or parents wish to increase or decrease the number of sessions attended, parents/carers are required to give at least half a term's notice of the leaving date in writing. In line with Buckinghamshire County Policy, if the child has a funded place, funding will remain with the school for the rest of the term, unless there are very exceptional circumstances.
- Half a term's notice is required for any requests for changes, or half a term's fees will be charged.

### **Attendance**

Good attendance is very important and we expect children to attend for all their booked days/sessions, unless illness prevents them from doing so. Parents must telephone the school office by 9am on the first day of any absence. It is very important that all children attend all the sessions that they have booked. Places may be withdrawn or reduced for children whose attendance falls below expected levels unless there are exceptional circumstances.