



ADMISSION POLICY

BACKGROUND

Rosemary Nursery School is a Maintained Nursery School, led by a Head Teacher and team of highly qualified professionals.

At September 2019, Rosemary Nursery School and Children's Centre provides:

- Early Years 1: 40 part-time nursery places for 2 year olds.
- Early Years 2: up to 120 part-time nursery places for 3 and 4 year olds.

2 YEAR OLDS (EARLY YEARS 1)

Due to limited space, priority is given to local children who meet the eligibility criteria for free provision.

Children may be eligible if their parent is receiving any of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit and has an annual income below £16,190
- Working Tax Credit and has an annual income below £16,190
- Working Tax Credit 'run-on'- the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or if they are:

- Children with a disability or special educational needs
- Children with a child protection plan
- Children looked after by the Local Authority
- Children who are members of a travelling family
- Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship)

Our Administrator can, by appointment, support parents/carers in filling in on-line application forms. These are available on the Bristol City Council website.

Allocations to eligible local providers of Free Early Education (FEE) for Two Year Olds are made through a Bristol City Council Panel. Rosemary Nursery School has a designated representative.

3 AND 4 YEAR OLDS (EARLY YEARS 2)

Rosemary Nursery School (Early Years 2) has a fair and clear way of allocating places to 3 and 4 year olds.

In brief, this is as follows:

- 1 When children are two years old, parents may complete an application to join our waiting list. They can be supported by staff in doing this and encouraged to provide as much information as possible.
- 2 Offers of places will be sent out in the first week of May, for the following September. **Most** children will join our Early Years 2 Class in the Term after they turn three, either in January, April or September.
- 3 Places are offered in the following order of priority:
 - i. Date of Birth order.
 - ii. Children living within a 2 mile radius of the Nursery who have already established a relationship with the Centre through attendance as a 2 year old.
 - iii. Children living within a 2 mile radius.
 - iv. Children with specific needs which can be best met at Rosemary Nursery.
- 4 From September 2019, children whose families meet the criteria for 30 hours per week will be offered 5 x 6-hourly sessions. Other children will be offered 15 hours. These will usually be taken over 5 days, Monday to Friday, Term Time only, to maximise learning.
- 5 Hours may be extended by paying for additional sessions if space is available after **all** three year olds on the waiting list have been offered places. However, this service cannot be offered where it compromises the School's capacity to offer places to children without a nursery place.
- 6 All parents will be offered the opportunity to meet with a senior member of staff, prior to admission, to discuss any additional learning, development or social needs. These will be recorded on the Application form, with the parents' permission (Appendix A).
- 7 The number of, or length of, sessions will only be increased, in consultation with parents/carers, where it is considered to be **in the best interests of the child**.
- 8 In the event of a complaint regarding decisions about specific allocation of places this should be made to the governors of the curriculum committee.
- 9 Appeals should be made to the local authority.

Note Parents are encouraged not to accept places from more than one school.

THE ADMISSIONS PROCESS

- 1 When the offer of a place is made, School staff will take necessary details, such as emergency contacts, medical details, ethnicity using Part 1 of the Admissions form. We will also need to see the child's birth certificate.
- 2 Parents/Carers will be invited to visit the School and meet the head teacher, or other senior member of staff acting on her behalf, to discuss their child's needs, confirm their acceptance of the offer of the place, and fill in part 2 of the Admissions Form.
- 3 All families will be offered a home visit prior to the child's start date. As far as possible, an interpreter will be used where the family would like one. The home visit helps the child to make connections between home and school and to settle confidently.
- 4 We will ask the parent/carer to stay for at least the first session. Sometimes it may take several days or weeks for the child to settle fully. Parents are welcome to relax in our Parents' Room to support this settling process.
- 5 Most children will attend the nursery school (Early Years 2) for one year and progress to their choice of Primary School the following September when they are four years old.

* Children have staggered start dates to enable them to settle happily.

The term 'parent' is used to denote all those who have responsibility for a child. This may include foster parents, step parents, grandparents or other carers.

Reviewed May 2019 and updated
Next Review May 2020