



# Nursery Admissions Policy

## Ponteland Primary School Nursery Admissions Policy

### Introduction

The school is responsible for admissions to our nursery. This policy will be used to determine admissions to the Ponteland Primary School nursery classes. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions we have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

### Provision

Ponteland Primary School nursery has 52 part-time places and operates two 2 and a half day sessions. These will either be Monday, Tuesday and half day Wednesday morning or half day Wednesday afternoon, Thursday and Friday.

### At what age can my child start Nursery?

A child can be considered for a place in the nursery class from the start of the term following their third birthday. A Nursery place will normally be for the three terms prior to entry into Reception. However, if places are available, autumn term birthday children may have up to five terms prior to entry into Reception.

### How do I apply for a place for my child?

If you would like your child to attend Ponteland Primary School nursery, you must complete an application form and send or bring it to this school. You can apply for admission any time from the day the application process opens at the start of the school year (September) preceding the year your child will start in Nursery.

Application forms are available for collection from the school, via email [admin@ppschoool.uk](mailto:admin@ppschoool.uk) or they can be downloaded from our school website [www.pontelandprimary.co.uk](http://www.pontelandprimary.co.uk) The closing date for applications is **29th January 2021**. Applications received after this date will be considered at the end of the process.

### How are places allocated?

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria. Once the applications are prioritised and compared to the number of places available it is possible to determine who will be offered a place.

### How will I know if I have a place for my child?

If your child is offered a place, you must confirm your acceptance to the school within two weeks of receipt of the offer otherwise the school may have to refuse places for other children unnecessarily. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the Head Teacher.

### Timetable 2021/22

Date	
29th January 2021	Closing date for applications
22nd March 2021	Parents notified of the outcome of their application

19th April 2021	Deadline for acceptance of a place
May 2021	Late applications considered if places are available
June 2021	Meetings / Information Packs for Nursery starters
w/c 6th September 2021	Nursery Term Begins

### **Admission Criteria**

Applications will be considered in accordance with the following criteria, set out in priority order.

#### **Category A 'Special Educational and Social Need.'**

A child who is "looked after" by the Children's Services Department, a child on the child protection register or a child who has a Statement of Special Educational Needs will be given priority followed by:

Children for whom there is a recommendation in writing for nursery education from a health professional, social worker, educational psychologist, area SENCO, outreach worker or education welfare officer on the basis of the child's special educational needs or perceived social need.

Examples of special educational needs might include:

- emotional and behavioural problems
- hearing difficulties
- lack of personal interaction and stimulation
- physical disabilities
- speech and language problems
- visual difficulties

Examples of social need might include

- children who were multiple births (twins, triplets)
- a child with parents under 20 years of age
- a child in sole care of grandparents / relatives
- a child who has two or more siblings under five years of age
- a child of parents with disabilities
- a child with English as an additional language

#### **Category B**

Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.

#### **Category C**

Preference will be given to children living within the catchment area of the school or in the case of a childminder living in the catchment area of the school.

#### **Category D**

Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Ponteland Primary School, or who will be attending the following academic year.

#### **Category E**

#### **Other Children**

**2.5 Days Preference**

Applications for full days may state a preference for their full and half days either Monday, Tuesday and Wednesday morning or Wednesday afternoon, Thursday and Friday. The criteria above will be applied allocating a preference wherever possible. The alternate session will be offered if first choice is not available.

**Applying for a Place in Reception**

Reception places are allocated according to the Northumberland County Council's admission policy as outlined in their Admission Handbook published annually. Admission to our nursery class does not constitute any right of entry to Reception.