

# Nursery Admissions Policy

## Southfields Primary School



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Approved by:	Headteacher	<b>Date:</b> Spring 24
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## 1. Admission Number 2024/2025

Southfields Primary School has the following places available in its nursery setting:

Total Places 52 places, comprised of the following:

- Morning session 8.30am– 11.30am
  - Afternoon sessions 12.30pm – 3.30pm
- \*8 All day places 8.30am-11.30am plus 12.30pm-3.30pm

\*These are subject to eligibility criteria defined by the government. Parents will apply online and will be given a unique code, more information can be found by visiting <https://childcare-support.tax.service.gov.uk/>

In the event that the all-day that the all-day places are not filled, the school reserves the right to offer additional morning and afternoon sessions in their place up to a total of 26 morning and 26 afternoon sessions.

## 2. Admission to the Nursery Class

The admissions arrangements for the Nursery Class are controlled by the Board of Governors.

### 2.1. 15-hour funding

All children aged 3 and 4 are eligible for 15-hours funded childcare per week during term time; their eligibility commences from start of the term after their 3rd birthday (see below):

- Children who are 3 before 31st August will be admitted in the Autumn term (September)
- Children who are 3 before 31st December will be admitted in the Spring term (January)
- Children who are 3 before 31st March will be admitted in the Summer term (April)

### 2.2. 30-hour funding

Children whose parents meet the government's eligibility criteria will be entitled to an additional 15-hours of funded childcare per week during term time (a total of 30-hours).

If you require your child to remain in school during the lunchtime break (11:30am – 12:30pm) you will be required to send your child with a packed lunch from home. If you would like your child to remain in school until the end of the day (3.30pm) a charge of £4.00 per day will need to be paid for the extended time.

To apply for a nursery place, parents should visit the school to complete an application form.

### 2.3. Rising **3's**

If the school's nursery is undersubscribed, we may offer places to children as soon as they become three years old (rather than at the start of the term after their birthday). This provision will be free of charge to you if your child is eligible to receive 2-year-old funding. For more information regarding the eligibility criteria please visit: [www.coventry.gov.uk/info/39/nurseries\\_and\\_childcare/2054/free\\_early\\_education\\_and\\_childcare\\_for\\_2\\_3\\_and4\\_year\\_oldss/2](http://www.coventry.gov.uk/info/39/nurseries_and_childcare/2054/free_early_education_and_childcare_for_2_3_and4_year_oldss/2)

## 3. Oversubscription Criteria

If there are more requests for a nursery place than there are places available with the nursery's admission number, places will be allocated in preference order using the criteria in priority as follows:

- to children who at the time of admission are looked after by the Local Authority
- to children who live in the catchment area of the school, with a brother or sister at the school, provided that the brother or sister will continue to attend that school the following year.
- to other children who live in the catchment area of the school
- to children with a brother or sister at the school, provided that the brother and sister will continue to attend that school the following year.

If it is not possible to meet all the requests for places in any one of the categories described above, the governors will prioritise the requests within that category by reference to

- the needs of the child, as defined by the City Council's definition of "Children in Need".
- the distance of the child's home from the school. A straight-line measurement will be taken from the child's home address to the centre of the school site. The address we use must be the child's permanent home address. The shortest measurement will have the highest priority.

## 4. Offering Places

### 4.1. Autumn Term Admission

- For Autumn Term admissions the school will contact parents by telephone to offer their child a place in the nursery class. For this reason, it is important that parents notify the school of any change of address or telephone number following the submission of their application.
- We contact parents during the Summer Term (April/May) to see if they still require the place for their child. If we cannot make contact with a family by the end of June, the place will be offered to the next child on the waiting list.
- If the number of applications is less than the admission number, then all applicants will be offered a place.

## 4.2. Spring and Summer Term Admissions

Offers for children to take up a place in the Spring or Summer Terms may be handled by telephone if numbers are low.

Parents will be required to provide the original copy of the child's birth certificate so the school can confirm their date of birth.

## 4.3. Admissions Deadlines

Children in receipt of 3 and 4 year old funding must have taken their place (been admitted) before the termly census/headcount day (5<sup>th</sup> October, 18<sup>th</sup> January and 16<sup>th</sup> May).

# 5. Attendance

## 5.1. Nursery Attendance

Children attending our nursery are expected to come in for every session, whether they attend morning, afternoon, or all day. In the case of illness, you will need to call **the school office to report your child's** absence by 9.30am.

At Southfields Primary School, we do not authorise holidays to be taken during term time. If you choose to take your child out of school during term time the school reserves the right to remove your child from the nursery register and reallocate the space to another child on our waiting list.

# 6. Applying for a Primary School Place

Parents of children attending the nursery setting at Southfields Primary School will also need to complete an application form in order to request a place at their preferred Primary School for the September after their child turns four. Primary School admissions are managed by Coventry City Council following different admission criteria. Applications must be made online via [www.coventry.gov.uk](http://www.coventry.gov.uk).

There is no guarantee that a pupil who is admitted to Southfields **Primary School's** Nursery class will be offered a reception place at the same school.

# 7. Review of the policy

The policy will be reviewed annually, with advice from the Local Authority.