

# **Fullbrook Nursery School**

## **Admission and Induction Policy**

### **Admission Arrangements Aim To;**

To offer places at Fullbrook Nursery School in both Nursery and Little Explorers, through an open, equitable and inclusive process, in alignment with Walsall Local Authority Admission Arrangements.

The policy will be accessible to all interested parties and be written in a way that outlines our admission process in a clear and easy manner.

### **Induction Process Aims to;**

To create a warm welcoming and secure environment in which children, staff and parents are valued and their happiness and enjoyment is fostered.

To develop a close relationship between home and school and to encourage parents to work in partnership with us.

### **Admission Numbers for Little Explorers**

52 part time places are available for 2-3years olds

### **Admission Number for Nursery School**

100 part time places are available for 3-4 year olds.

### **Admission Number for 30 hour Working Parents Entitlement**

15 hour additional child care entitlement places are offered in addition to the 100 core nursery places. We will endeavour to meet the needs of parents on a year by year basis and offer places to meet demand, remaining within legal ratios and floor space available.

### **Eligibility**

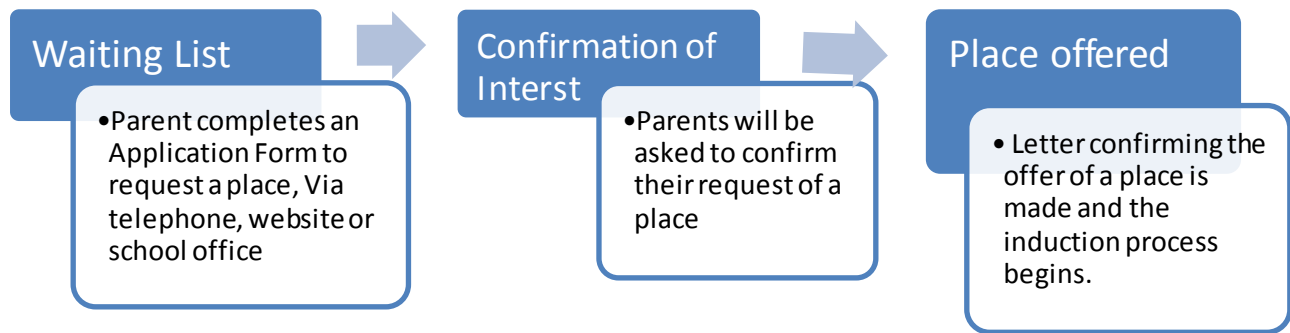
Children are admitted from their 2<sup>nd</sup> birthday until their 5<sup>th</sup>.

All children are eligible for 15 hours of free Local Authority Funded education the *term* after the child's 3<sup>rd</sup> birthday.

Some 3-4 year old children may also be eligible for an additional 15 hours of childcare. The 30 hour eligibility is based on meeting the needs of working families and is applied for through the local authority. This funding also starts the term after the child's 3<sup>rd</sup> birthday.

Some children are eligible for 15 hours free funding at the age of 2 years. The eligibility is based on low family's income as is applied for through the local authority. This funding also starts the term after the child's 2<sup>nd</sup> birthday.

## Admission Process



## **Admission Criteria for Little Explorers 2-3 year provision**

Places will be offered during the term prior to the child starting Little Explorers. We will use the information made available to us against the following criteria.

1. Children in the care of the local authority
2. Children with identified special educational needs
3. Siblings attending Fullbrook Nursery School
4. Eligible for a 15 hour local authority funded place
5. Remaining parent funded places allocated based on the date of application, date prioritised waiting list.

Based on the number of children eligible requesting a place, further places may be available for children eligible in the Spring term or if children leave through the year. These will be allocated to those on waiting list against the following criteria;

1. Children in the care of the local authority
2. Children with identified special educational needs,
3. Siblings attending Fullbrook Nursery School,
4. Eligible for a 15 hour local authority funded places,
6. Remaining parent funded places allocated based on the date of application, date prioritised waiting list.

## **Oversubscription Criteria for Little Explorers**

Places for LAC, SEN children and those children entitled to a local authority funded place will be allocated first, if this results in an oversubscription for the remaining places will be allocated using the following criteria;

Places will be allocated based on the date of the parent's application when they were placed on the waiting list. Places will be given on a first apply, first given basis.

Or

On the date that parents confirmed their eligibility for funding by completing a 15hour Funded Parent Agreement Form. Places will be given on a first apply, first given basis.

### **Admission Criteria for Nursery School 3-4 year provision**

Places will be offered during the term prior to the child starting nursery. We will use the information made available to us against the following criteria;

1. Children in the care of the local authority
2. Children with identified special educational needs,
3. Already attending Little Explorers 2 year old provision at Fullbrook Nursery School
4. Children whose birthday falls between 1 September 2013 -31<sup>st</sup> August 2014 and therefore will be eligible for 15 hours free nursery education.

Based on the number of children eligible requesting a place, further places may be available for children eligible in the Spring term or if children leave through the year. These will be allocated to those on waiting list against the following criteria;

1. Children in the care of the local authority
2. Children with identified special educational needs,
3. Already attending Little Explorers 2 year old provision at Fullbrook Nursery School
4. Eligible for 15 hours 3-4-year-old funding during the Spring term, starting with the oldest (1 September 2014-31<sup>st</sup> December 2015).

### **Oversubscription Criteria for Nursery School Places (3-4years provision)**

Places for LAC, SEN children and those children already attending Fullbrook Nursery school in Little Explorers will be allocated places first, if this results in an oversubscription for the remaining places in nursery the following criteria will be used;

1. Places will be allocated based on the date of parent's application when placed on the waiting list. Places will be given on a first apply, first given basis.

### **Admission Criteria for 30 hour Working Parents Child Care Entitlement**

Places will be offered during the term prior to the child starting nursery. Parents will need to provide us with their Entitlement Code, National Insurance Number and Childs details. Their eligibility will then be clarified with Walsall Local Authority. Places will then be offered against the following criteria;

1. Qualifying parents of children already attending Little Explorers 2-year-old provision at Fullbrook Nursery School,
2. Children whose birthday falls between 1 September 2013 -31<sup>st</sup> August 2014 and are eligible during the first term for their additional hours,

### **Oversubscription Criteria for the 30 hour Working Parents Child Care Entitlement**

Qualifying parents of children already attending Fullbrook Nursery school in Little Explorers will be allocated places first, if this results in an oversubscription the following criteria will be used;

1. Places will be allocated based on a first apply, first given basis. The date of parent's acceptance and signature on the 30 hours Parent Agreement Form, will be used to confirm 30 hours' eligibility and an offer of a place.

- 2 Further submissions will be placed on date prioritised waiting list and parents contacted as places become available.

### **Determining Special Education Needs**

For those children whose developmental needs have been recognised by another agency such as Speech & Language Therapy, Health Visitor, Children's Development Centre or Early SEN Team.

### **Determining Siblings**

A sibling is a child who resides at the same address as the child who a place is being requested for and is one of the following;

- A brother or sister sharing the same parents
- A half brother or sister sharing one common parent
- A step-brother or sister (ie related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address.

### **Induction Process**

#### **Confirmation and Invitation to an Open Day**

During the term before the child qualifies for their entitlement parents will be sent a letter confirming their place and inviting them to an open day during the Summer term.

#### **Submission of Information**

Parent will be required to provide us with information regarding their child's eligibility for nursery funding;

- Original Birth Certificate or Passport
- Proof of current address
- Free funding eligibility codes, if applicable
- National Insurance numbers of parent(s)
- Contact details

Parents will be provided with an admission pack to complete so that they can provide us with the above information, agree to our procedures and policies and also acknowledge our terms and conditions;

- Admission Form
- Permission form to consent (Photographs, face painting, emergency first aid etc)
- Parent Promise Agreement
- Early Years Pupil Premium application form

When applicable, parents will also be provided with:

- 30 hour Eligibility Funding Agreement
- Terms and Conditions for Fee Paid Places

Parents will also be provided with a Privacy Notice regarding data protection and sharing of information, so that they are aware of how their information will be stored, used and shared.

### **Familiarity Visits**

Families will be given a number of opportunities to visit the setting prior to their child starting, this will include an Open Day and settling in visits.

### **Home Visit**

All children will receive a home visit prior to starting Fullbrook Nursery. This short visit will support the successful transition of children into the setting away from their parents for possibly the first time. The home visit is also used as an opportunity to gather information from parents about their child's interests and development mile stones.

### **Settling In Sessions**

Parents will be asked to support the settling in process. This process is dependent on the child's individual needs and will be discussed with parents as their child starts. Over the first few days their length of session will gradually increase. Once a child is happy to be left in nursery for 2 hours and is making good progress building new attachments with their Key Worker, their session will be increased to their full entitlement.

Policy Written By A Flinders, Head Teacher, May 2017

Ratified by...Governors Date; 25<sup>th</sup> May 2017

Review; May 2019