Amble Links First School
Nursery Admissions Policy

Date Written: January 2020
By: Paul Heeley
Responsible Governor: Resources Committee
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The Northumberland County Council Schools Admissions Policy states that:

> *Individual Governing Bodies set the Admission Policy for the nursery class attached to their own school. The criteria should reflect available nursery provision within the wider community and not just the school's catchment area. There is an expectation that any child attending a nursery class should remain in that setting until transfer to a reception class.*

All children have an entitlement to 15 hours per week free early years education for 38 weeks a year from the beginning of the term following their third birthday. Some children from eligible working families are also entitled to an additional 15 hours of free childcare. This entitlement can be accessed flexibly across a range of providers with Local Authority maintained nurseries offering all or some of the free entitlement. Amble Links First School is able to provide up to 30 hours of early education.

This is the nursery policy set out by the governors of Amble Links First School for admission into our maintained nursery provision.

- The admission number at Amble Links First School allows up to the equivalent of 26 full time places or 52 part time places (or a combination of both with most children taking up 15 hours and some entitled to 30 hours). In exceptional circumstances, depending on staffing and demand for places, this number may be increased to 39.

- Parents should contact the school as soon as possible after the child's 1st birthday and complete an application form. The school will record the application.

- Subject to availability of places, children who reach the age of 3 before 31st August will be considered to start nursery at the start of the Autumn term and would attend nursery for 3 terms before joining the Reception class. Children who reach the age of 3 before 31st December will be considered to start nursery at the start of the Spring term and would attend nursery for 5 terms before joining the Reception class. Children who reach the age of 3 before 31st March will be considered to start nursery at the start of the Summer Term and would attend nursery for 4 terms before joining the Reception class.

	Last date for applications (prior to 3rd birthday)	School will notify parents by	Date Child will start school
Children who reach the age of three before 31st August	31st March	31st May	Start of Autumn Term (September)
Children who reach the age of three before 31st December	31st July	30th September	Start of Spring Term (January)
Children who reach the age of three before 31st March	30th November	31st January	Start of Summer Term (April)

- Subject to availability, the school is able to offer full-time (30 hour) places in the nursery for children entitled to additional government funding.

- Additional sessions may be opened to current nursery children at a cost of £15 per 3 hour session. Availability of these sessions will be reviewed on a termly basis. Priority each term will be given to those children entitled to the additional 15 hour funding for working families.

- Any places remaining unfilled can be allocated to late applicants who have missed the above deadlines.

Securing a place at nursery does not necessarily secure a place or give greater entitlement to a place in the Reception class. These places must be applied for following Northumberland County Council's Procedure.

- If the nursery is oversubscribed the following criteria, in order, will be used to allocate places. This criteria will also be used in allocating 30 hour places.

    1. Looked After Children

2. Children with an Education and Health Care Plan (EHCP) naming Amble Links First School as the appropriate provision to meet the child's needs
3. Children who have a sibling living at the same address and who will still be attending Amble Links First School at the time of entry.
4. Children who have attended Amble Links First School's 'Little Pebbles' 2 year old provision.
5. Proximity to the school with those living nearest being admitted first (distances will be measured using a straight line between school and home)
6. Chronological order of dates of birth with the oldest being admitted first.

- Additional paid nursery sessions will be allocated on a first come, first served basis.

Nursery application forms are available from the school office.

*NB: We would like to make clear that parents eligible to 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.*

THIS POLICY IS AVAILABLE IN LARGE PRINT ON REQUEST