

Stocksbridge Nursery Infant School



Admissions Policy

Last review date: May 23 (approval pending)

Next review date: May 24

Contents

	<u>Page</u>
Responsibility for Maintaining Policy	3
Review Date	3
Aims of the Policy	3
1. Admission into Nursery	4
1.1 Registering your interest in a child attending our Nursery	4
1.2 Admission dates	4
1.3 Offering your child a place	4
1.4 Priority of admission	4
1.5 Accepting your child's place	5
1.6 Appeals	5
1.7 Transition to Reception	5
2. Admission into Reception	6
2.1 When is my child ready for school?	6
2.2 What options are available?	6
2.3 Can I defer my child starting school?	8
2.4 Applying for a school place	8
3. In Year Admissions	9

Responsibility for Maintaining Policy

Jane Townsend

Review Date

Annually

Aims of the Policy

This policy aims to provide guidance to parents / carers in relation to admissions into Stocksbridge Nursery Infants.

1. Admission into Nursery at Stocksbridge Nursery Infant School

The school offers 15hrs universal FEL and EEL 30hr places, to those eligible. Parents need to apply to be eligible for EEL. Where spaces are available, Stocksbridge Nursery Infant School Nursery accepts all children following their 3rd birthday.

1.1 Registering your interest in a child attending our Nursery

You can register your interest in a child attending our Nursery at any age prior to the child's 3rd birthday. To do this, you can:

- Visit the Admissions section of our website and complete the online registration form at <https://www.stocksbridgenurseryinfants.co.uk/admissions-induction/>
- Contact our school office via email at enquiries@stocksbridge-nur.sheffield.sch.uk or via phone at 0114 2883109
- Call in to our school office during regular school hours.

To register your interest in your child attending our Nursery, we will need you to provide your child's full name and date of birth, your name, phone number and your email address.

1.2 Admission dates

We have 2 admissions a year, one in September at the start of the Autumn Term and one in January at the start of the Spring Term. Children are eligible to start attending our Nursery in the term after their 3rd birthday.

1.3 Offering your child a place

We will use the contact details that you provide when you register your interest in your child attending our nursery to contact you when your child becomes eligible for a place. It is the parent / carer's responsibility to ensure that these contact details are up to date. You can contact the school office via email, phone or in person to confirm that we have correct contact information for you prior to your child's 3rd birthday.

- We contact the parents / carers of all children eligible for **September** admission in the **May** prior to entry.
- We contact the parents / carers of all children eligible for **January** admission in the **October** prior to entry.

1.4 Priority of admission

All admissions are subject to spaces being available. Priority of admission is based entirely on the child's date of birth.

1.5 Accepting your child's place

All available spaces are offered on a first come first served basis. We advise parents / carers to respond promptly when we contact you to offer your child a place to avoid disappointment. If a place is not available your child's registration of interest is carried over to the next admission date.

1.6 Appeal

If a place or requested sessions are unavailable, parents have the right of appeal to the Full Governing Body. Parents will need to write to the Full Governing Body detailing their reasons for appealing against the decision. You can contact the Full Governing Body via the school office.

1.7 Transition to Reception

Attendance at our nursery does not guarantee a school place in one of our Reception classes. Parent / Carers must apply to Sheffield City Council for a school place at the appropriate time for their child to continuing attending Stocksbridge Nursery Infants School after Nursery. Please see the Council's online guidance at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place> Our office staff are happy to help you with this process. You can contact them via email at enquiries@stocksbridge-nur.sheffield.sch.uk or via phone at 0114 2883109 or call in to our school office during regular school hours.

2. Admission into Reception at Stocksbridge Nursery Infant School

All 4-year-old children can start Stocksbridge Nursery Infant School, full or part-time, in the September following their 4th birthday.

2.1 When is my child ready for school?

Each parent / carer will need to consider their child's 'readiness for school' before deciding when to start. This will depend upon both the age and stage of development of individual children. Each child's independence is an important consideration. For example, can your child dress and undress themselves and go to the toilet independently etc.

Stocksbridge Nursery Infant School endeavours to learn and understand the needs of each child through transition meetings prior to the child starting school. Our Headteacher regularly puts time aside each week for prospective parents / carers to visit our school and consider its suitability for their child and needs. Parents are also welcome to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

If you would like to visit school prior to apply for a place for your child, please contact our school office via email at enquiries@stocksbridge-nur.sheffield.sch.uk or via phone at 0114 2883109 or call in to our school office during regular school hours to make an appointment.

2.2 What options are available for starting school?

Parents / carers are able to choose from the following options depending on when their child reaches compulsory school age i.e. the term after their 5th birthday:

Children who have their 5th birthday between 1st September and 31st December:

- A full-time school place in the Reception class from September

OR

- A part-time school place in the Reception class from September

OR

- A part-time place in an early-years setting (15 hours)

These children must start school in January full-time as they have reached statutory school age

Children who have their 5th birthday between 1st January and 31st March:

- A full or part-time school place in the Reception class from September

AND/OR

- A full or part-time school place in the Reception class from January

OR

- A part-time place in an early years setting (15 hours)

These children must start school in April full-time as they have reached statutory school age

Children who have their 5th birthday between 1st April and 31st August:

- A full or part-time school place in the Reception class from September

AND/OR

- A full or part-time school place in the Reception class from January

OR

- A part-time place in an early-years setting (15 hours)

Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.

A part-time place is a morning session of up to a maximum of 15 hours per week. Part time school should be discussed with school and is dependent on a child's date of birth. However, we will listen to any exceptional circumstances that require greater flexibility. Please contact the school directly if you would like more information.

A full-time school place cannot be split between a school and an early-years provider.

A part-time school place cannot be split between two or more schools.

Where a parent wishes to transfer from an early-years place to a school it will normally take effect from the beginning of the term.

2.3 Can I defer my child starting school?

Parents / carers can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year. Parents who do not wish to accept the offer of a full or part-time place until compulsory school age at Stocksbridge Nursery Infant School may still access the 15 hours part-time free early learning place at an early-years setting of their choice e.g.

- In a nursery class at a primary school.
- In a nursery school.
- In an eligible early-years setting in the private, voluntary and community sector.

2.4 Applying for a school place

Attendance at our nursery does not guarantee a school place in one of our Reception classes. Parent / Carers must apply to Sheffield City Council for a school place at the appropriate time for their child to continuing attending Stocksbridge Nursery Infants School after Nursery. Please see the Council's online guidance at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place> Our office staff are happy to help you with this process. You can contact them via email at enquiries@stocksbridge-nur.sheffield.sch.uk or via phone at 0114 2883109 or call in to our school office during regular school hours.

When your child has been allocated a place at Stocksbridge Nursery Infant School, transferring from an early-years setting or home into Stocksbridge Nursery Infant School is guaranteed as the school place remains available throughout the whole academic year.

3. In Year Admissions

The normal years for school entry applications are Reception, Year 3 in Junior Schools and Year 7. If you want to apply for a school place outside normal school entry years you can apply for a transfer to another school. Any parent wishing to apply for a transfer must obtain a Common Transfer Form from their current school. You can apply for up to three schools. Please see the Council's online guidance for more information at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

Our Headteacher regularly puts time aside each week for prospective parents / carers to visit our school and consider its suitability for their child and needs. Parents are also welcome to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

If you would like to visit school prior to apply for a place for your child, please contact our school office via email at enquiries@stocksbridge-nur.sheffield.sch.uk or via phone at 0114 2883109 or call in to our school office during regular school hours to make an appointment.