



**Nursery Admissions Policy
2023-2024**

Badbury Park Nursery admission arrangements

Our Aims

Be adventurous, Be ambitious, Be curious, Be kind

Badbury Park Nursery aims to engage children in a stimulating learning environment that will prepare them for their future as citizens in an ever changing and multi-cultural world. Our aims are to:

- ✓ Ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis
- ✓ Establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals
- ✓ Ensure that, as far as possible, all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources
- ✓ Provide high quality, child-centred, nursery education to children and families in our local community

Information about Admissions to EYFS1 (Nursery) and Childcare

All 3 and 4 year olds are entitled to free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year during school term time. Nursery is a non-statutory phase of education; admission to a school nursery class is outside of the statutory framework for admissions.

- Swindon Borough Council is not the admissions authority for nursery classes.
- There is no Swindon Borough Council policy for nursery class admissions, and nursery classes are not encompassed by the Local Authority's Primary Admissions Policy
- There is no statutory framework for appeals against an admission decision.
- The responsibility for agreeing and implementing an admissions policy for a school nursery class lies with the individual school

Some families are also entitled to 30 hours of provision. In order to be eligible for 30 hours, a parent and/or partner must be in work (or getting parental leave, sick leave or annual leave), each earning at least the National Minimum Wage or Living Wage for 16 hours a week. This earnings limit does not apply if claimants are self-employed and started their business less than 12 months ago. Parents can apply at www.childcarechoices.gov.uk.

All of the above can be taken as Nursery provision within the school's Early Years Foundation Stage. The Nursery is also able to offer additional hours, known as Childcare, which can be booked through the school office and paid for directly by parents and carers.

Age of Admission

All children will be admitted to our nursery, the term after their third birthday. If spaces become available in our nursery class, we will offer an intake in September, January and April at the start of a term, to allow for an appropriate settling in process.

Application process

Before parents apply for a place at any setting it is recommended that they visit as many as possible; this will ensure that they see the differences between each provision and can make the best choice for their child.

Parents/carers are able to visit Badbury Park Nursery and are offered a tour and opportunity to meet with staff in order to help them find out as much as possible. To arrange a tour parents should contact the school office on 01793 299101 or admin@badburypark.bluekitetrust.org.

- ✓ Parents requiring a place for their child should complete an online application form available on the website.
- ✓ Parents will be offered the opportunity to visit the school nursery, prior to submitting a completed application.
- ✓ Nursery school application forms are available to any parent on our website

- ✓ Parents will be informed of the success of the application in writing in accordance with the key admissions dates shown below.
- ✓ Parents will be expected to confirm their acceptance of their child's place in writing within two weeks of the offer of a place.

Child's 3 rd birthday	Start date into Nursery	Deadline for application	Parents notified of place
1st January – 31 st March	The beginning of term on or after 01 April	By 1 st February	End March
1 April - 31 August	The beginning of term on or after 01 September	By 1 st May	End June
1 September - 31 December	The beginning of term on or after 01 January	By 1 st October	End of October

Parents can choose to book either 15 hours, either 5 x mornings or 5 x afternoons, or 30 hours depending on available spaces.

Allocation of preferred sessions

Parents will be asked to give preferences with regards to the session options when they apply for a place and these preferred sessions will be taken into account when allocating spaces. Please note, however, that sessions are subject to availability and are not guaranteed. If the preferred sessions are not available, parents will be offered an alternative.

Criteria for admission to the School Nursery

Badbury Park Nursery will have 24 three-four year old places. The Governors of the school will offer children a place in the nursery class in the term following their third birthday if there is space available, according to the criteria in the following order of priority:

1. Children in the care of a Local Authority (Looked After Children).
2. Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.)
3. Children who have an elder sibling currently attending Badbury Park Primary School in the September of the year of their admission.
4. Those children who will have an older sibling attending Badbury Park Primary School in the September of the year of their admission.
5. Parents who will be selecting Badbury Park Primary School as their preferred placement when starting school.
6. The position of the child's home address in relation to the school.
7. Within the above criteria, each application is always considered very carefully on its individual needs.

Please note: Due to government legislation, admission to the school nursery does NOT guarantee admission to the primary school, nor does attendance in the nursery give priority to admission to the primary school.

Special Education Needs

We recognise that during their school life, some children will have special educational needs because of a learning difficulty or a physical disability. Generally, schools can provide the help that is needed. For the small number of children who need more help than the school can provide, we may need to make a statutory assessment of the child's needs to find out what level of help is needed. The assessment could lead to an Education, Health and Care Plan (EHCP) (formerly a Statement) being written saying how the child's needs must be met either in the same school with extra help, or in a suitable special school.

If your child has additional needs you can gain support in applying for your nursery class place through either the Early Years Practitioner within your child's current Early Years Setting (if they have one) or the Swindon Special Educational Needs and Disabilities Integrated Service (SENDIS).

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to a nursery class. Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Executive Head Teacher

Waiting list

If the Nursery is full, children will be entered onto a waiting list in order of enrolment date within their admission group and the date when their application form has been received. Families not offered a place will be advised that they have been entered onto the waiting list and will be contacted when a place becomes available.

Home visits

Where possible, all children who have accepted places will be visited at home by nursery staff, at a pre-arranged time, prior to the children starting. It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start.

Leavers during the year

Parents must give the school a minimum of 4 weeks' notice if they wish to withdraw their child from nursery during the school year. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery will in no way influence the decision on being offered a place.

Attendance and Loss of a Place

If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder. If after a period of two weeks, attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing. If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Head Teacher, and a letter explaining the situation will be sent to the parents.

Leave Request in Term Time

Guidance issued by the Local Authority is that holidays in term time should be discouraged. Parents are required to complete a leave of absence form when requesting any type of time off from Nursery. Leave of absence for longer than 4 weeks will not be permitted and the Local Authority will only fund a maximum of 4 weeks leave, after this point the funding will cease and your child will lose their place and removed from the Nursery roll. If you require a space once you return from leave, you must re-apply to be added on to the waiting list.

Transfer from Nursery into School

A place in the nursery class does not guarantee a place in the primary school, and parents and carers must still go through the correct Swindon Borough Council admissions procedure. The school nursery staff will liaise closely with the staff in reception classes, to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school, admitting the pupil as appropriate.