

# Coppermill Primary School



## **Nursery Admission Policy**

Ratified by the Curriculum and Achievement Committee on: 6  
December 2018

Review cycle: 3 years

Next review: Autumn 2021

## Introduction

Admission to the nursery at Coppermill Primary School is determined by the school's Governing Board delegated to the Curriculum and Achievement Committee. This admission policy does not apply to the admission of pupils into the main school; this is the responsibility of Waltham Forest Council. Parents wishing to apply for a place at the school's nursery must complete an application form which is available from the school office.

The Curriculum and Achievement Committee of the Governing Board has agreed this nursery admission policy so that in the event of there being more requests for nursery places than are available, there are fair and transparent admission criteria in place.

Coppermill Primary School has a 26 (full time equivalent) place nursery that is staffed by two members of staff, one of which is a qualified teacher. Attendance at our nursery is part-time, for 15 hours per week for all parents/carers (government universal funding) and 30 hours per week for parents/carers who meet the criteria for extended funding.

### Session patterns available (term time only):

- five mornings: 8:45am – 11:45am
- five afternoons: 12:30pm – 3.30pm
- 30 hours per week: 8:45am – 2:45pm \*

*\* Parents will need to provide a healthy packed lunch each day – no nuts, no fizzy/high sugar drinks, no sweets or chocolates.*

### Places for three year olds

All children will be eligible for admission to a nursery class the term after they turn three years old, although admission will be subject to an application being made and places being available.

### Term of admission

The term your child can start depends on your child's birthday and available spaces. Please note this is dependent on number of applications submitted each term and this changes year on year.

Child's birthday	When your child can start
1 <sup>st</sup> April – 31 <sup>st</sup> August	The beginning of the term on or after 1 <sup>st</sup> September
1 <sup>st</sup> September – 31 <sup>st</sup> December	The beginning of the term on or after 1 <sup>st</sup> January
1 <sup>st</sup> January – 31 <sup>st</sup> March	The beginning of the term on or after 1 <sup>st</sup> April*

*\*admission during this term will only occur if there is a significant demand otherwise there will only be two intakes per year*

## Procedure and Criteria for admission to the nursery

When the nursery is over subscribed for a three year old place, applications for entry will only then be ranked according to the following criteria:

Priority 1	Looked-after/ previously looked children or children 'at risk'
Priority 2	Medical or social reasons
Priority 3	Siblings
Priority 4	School Staff Children
Priority 5	Distance
Priority 6	Other children not meeting any of the criteria above

### Offer of places

Once allocations have been made, the school will first liaise with parents/carers of any offer of a place to establish that they still wish to take up the place. Following this, a written letter of confirmation will be sent out to parents/carers at least half a term before their child's admission date. The offer of a nursery place does not in any way mean automatic entitlement to the main school.

Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions.

### Attendance

Coppermill aims to encourage and assist all pupils including Nursery children to achieve excellent levels of attendance and punctuality. Please refer to our *Attendance Policy* on procedures for reporting your child's absence, recording authorised or unauthorised absences and how we promote and encourage good attendance.

If a child is absent and they fail to return for 20 school days consecutively they will be taken off roll and their place offered to another child.

If parents later wish their child to return to the nursery then they will have to re-apply for a place and the application will be considered according to the criteria, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

### Eligibility for 30 hours

Parents must apply for the 30 hours provision and children can start the nursery once until a verification code has been issued. The application website for the extended hours is [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

Parents are responsible for the updating of the validation to continue to secure the place. If eligibility ceases, there is a grace period set by the government, however we would strongly recommend re-confirming your eligibility before it reaches this stage.

The school has complete discretion over the 30 hour allocations and this will be based on the child's readiness.

### **Allocation of preferred sessions**

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed.

### **Nursery Open Days**

All children will be invited to visit the nursery for a play visit before they actually start. This will involve the child to a 1 hour visit which must be accompanied by the child's main carer. Each visit will give parents/carers the opportunity to discuss their child's development and raise any concerns or specific dietary or learning needs.

### **Settling in process**

When parents/carers are settling their child they will need to spend time with them in the nursery for at least a week. Some children however may take longer to settle in and may need a longer transition period. We welcome parents, childminders or a relative who is regularly involved in the child's care to help in this important process. If your child has never been to an early years setting (nursery, playgroup or toddler group) they may find it distressing when you leave them and need the reassurance that you will return and take them home. Your child needs to see you have a good relationship with the staff and are comfortable with the nursery environment. This will help them settle and begin to engage in nursery activities.

Staff will show you the toilets and sinks so that the child can be helped to use them. They will then feel confident to use them when you leave.

Every child is different and we will discuss with you how long to leave your child and when. We ask you to always tell your child when you are leaving and to reassure them you will come back.

### **As a guide the first week for 15 hour children might be like this:**

- 1<sup>st</sup> day: Child attends for 1 hour accompanied by their parent/carer
- 2<sup>nd</sup> day: Child attends for 2 hours accompanied by their parent/carer. If child is happy parent/carer leaves child for short period of time within this time
- 3<sup>rd</sup> day: Child attends for 2 hours accompanied by their parent/carer and then leaves child for 30 minutes within this time
- 4<sup>th</sup> day: Child attends for 3 hours accompanied by their parent/carer and then leaves child for up to 1 hour
- 5<sup>th</sup> day: Child attends unaccompanied by their parent/carer for most of session
- 6<sup>th</sup> day: Child attends unaccompanied by their parent/carer for whole session.

### **As a guide the first week for 30 hour children might be like this:**

*The staggered times will normally start in the mornings, leading up to lunch times and then afternoon sessions*

- 1<sup>st</sup> day: Child attends for 1 hour accompanied by their parent/carer
- 2<sup>nd</sup> day: Child attends for 2 hours accompanied by their parent/carer. If child is happy parent/carer leaves child for short period of time within this time
- 3<sup>rd</sup> day: Child attends for 2 hours accompanied by their parent/carer and then leaves child for 30 minutes within this time
- 4<sup>th</sup> day: Child attends for 3 hours accompanied by their parent/carer and then leaves child for up to 1 hour
- 5<sup>th</sup> day: Child attends for 3 hours unaccompanied by their parent/carer
- 6<sup>th</sup> day: Child attends for 3 hours plus the lunch period unaccompanied by their parent/carer (8:45am-12:30pm)
- 7<sup>th</sup> day: Child attends for 3 hours plus the lunch period unaccompanied by their parent/carer (8:45am-12:30pm)
- 8<sup>th</sup> day: Child attends unaccompanied by their parent/carer from 8:45am-2:00pm
- 9<sup>th</sup> day: Child attends unaccompanied by their parent/carer from 8:45am-2:00pm
- 10<sup>th</sup> day: Child attends unaccompanied by parent/carer for the whole session.

We would like parent/carers to take their child home before story/singing time as this can be the most difficult time for new children to understand. Whole group activities such as these take time and are more successful once a child has adapted to their new surroundings.

We understand that some parents/carers have work commitments and if their child is used to day care and the nursery team agree, then we are happy to adapt the settling in process to suit their needs but this will be agreed with individual parents/carers based on how their child is settling and the individual needs of the child.

We believe in a working partnership that is in the best interests of the child – some of which will settle quickly and others may need more time.

By taking the time and care to settle your child into this new experience we are all helping them to have confidence for the many new situations they will face in the future.