



## **Nursery Admissions Policy September 2017**

### **Reay school policies support our aims to;**

- offer a breadth of experiences to all children inside and outside school
- reach the highest standards across the curriculum
- build self esteem
- develop social and emotional intelligence
- demonstrate a quality of leadership which embodies inclusion and respect.

### **Introduction**

As a Foundation School, the Governing Body of Reay Primary School determines and implements its own admissions arrangements. Details of our Admissions criteria can be found below, and details of waiting lists can be obtained directly from the school office.

The school is responsible for admissions to its three nursery classes (full time, morning and afternoon). This policy will be used to determine admissions to the nursery classes. As parents/carers do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions, we have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

### **Non denominational policy of the nursery**

The nursery is non-denominational. We respect and welcome children and parents of all religious faiths and beliefs.

### **Our equal opportunities policy**

All pre-five services should reflect the council's equal opportunities policies and be anti-racist, anti-sexist, multi-cultural and recognise the rights of both men and women to work or to care for children. Provision should take account of the needs of children with special needs, disabilities or chronic illnesses. These principles are reflected in the criteria used to admit children to our nursery.

### **School Tours and Induction Mornings**

Prospective parents can make an appointment to attend a tour of the school during the academic year. These tours take place once a term. Parents to whom offers have been made will subsequently be invited with their child to attend an Induction Morning before the child is due to start in the Nursery.

### **Provision**

All three and four year olds are currently entitled to 15 hours free early education per week, for 38 weeks per year during term time. At Reay School, this is currently offered on part time basis as 5 x 3 hour sessions per week and full time basis as 5 x 6.5 hours sessions.

The admission number is set taking into consideration the staffing levels and physical limitation of the space available at the Early Years setting.

## **Starting Nursery**

All children will be admitted in September as the school is operating a single point of entry.

A child can be considered for a place in nursery class from the start of the term following their third birthday. A Nursery place will normally be for the three terms prior to entry into Reception.

The actual starting dates will be staggered for the first couple of weeks of the term to allow children time to settle in.

## **Applying for a place**

If you would like your child to attend the Reay nursery, you must complete an application form and bring it to the school office with your child's original birth certificate and your proof of residence (either a recent - less than 6 months old - council tax, child tax credit or child benefit letter). You can apply for admission any time after your child's second birthday.

Application forms are available for collection from the school office, via email [admin@reay.lambeth.sch.uk](mailto:admin@reay.lambeth.sch.uk) or they can be downloaded from our school website [www.reay.lambeth.sch.uk](http://www.reay.lambeth.sch.uk). The closing date for applications is 30<sup>th</sup> April.

## **Allocation of places**

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria (please see below). Once the applications are prioritised and compared to the number of places available it is possible to determine who will be offered a place.

## **Notification of a place**

Notifications will be sent out to parents by mid June. If your child is offered a place, you must confirm your acceptance to the school within two weeks of receipt of the offer otherwise the school will offer the place to another child. The final decision on when a child is admitted, the number of sessions a child is able to attend and his or her pattern of attendance rests with the head teacher.

**Admissions Criteria for Reay Primary Foundation School  
September 2017**

**Procedure for admission into Nursery:**

Applications will be considered in accordance with the following criteria, set out in priority order in the case of over-subscription.

**1. Looked after children;**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school and all previously looked after children and for whom the school can best meet their needs.. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or because subject to a child arrangements order or special guardianship order)

**2. Children with a sibling who already attends the school, and would not have left the school at the time of admission.**

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

**3. Children with a professionally supported medical or social need that the school is especially able to meet.**

Admissions decisions will be taken by Lambeth's Children and Young People's Service (CYPS) in consultation with the Head teacher and the Governors. Letters from an appropriate professional must support these applications although these will not always be conclusive.

**4. Children of members of permanent staff who are directly employed by the Governing Body of the school and will still be at the time of the child's entry to the school.**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage."

**5. Distance**

Priority will be given on the **basis of distance between the child's home and the school, measured by a straight line.** The child's home address will be the child's permanent home address and will not be the address of a relative or carer, unless they have legal custody of the child. Applications should only be made from a single address.

### **Full time, Morning or Afternoon Preference**

Applications will need to state a preference for a morning, afternoon, funded full time or fee paying full time place. Where a preference has been stated the criteria above will be applied allocating a preference wherever possible. The alternate session will be offered if first choice is not available.

Parents who are applying for a funded full time place are asked to provide evidence when they are applying for a place and again when they have been offered a place.

Governors reserve the right after the acceptance of a place, to confer with other schools and providers to ensure that parents/carers are not holding a free place at more than one school. In such a case, parents/carers will be asked to nominate the school of their choice within 48 hours.

We will ask all Nursery parents/carers to sign a Parental Declaration Form to indicate that we are the only provider you use for the free entitlement (15 hours/week). If a parent/carer refuses to sign the form, the place will be withdrawn from the child.

### **Allocation of Full time places**

Each school has been allocated a maximum number of funded full time nursery class places based on a deprivation formula. These places have been allocated across schools in Lambeth in line with new Government guidance. This is to create a consistent and equitable way of allocating full time nursery places. Our school has an allocation of 16 funded full time places. We also offer a minimum of 4 fee paying full time places (first 15 hours per week are free to parents/carers).

Funded places are offered using borough wide criteria shown below:

1. Children who are looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child's Plan at that school.
2. Children who are recommended full a full-time place by a Team around the Child (TAC) Locality or Disability Panel.
3. Children in circumstances where the Head teacher considers a full-time place should be provided. To ensure equity across the borough the following two criteria must be met before the school identifies their own specific criteria. These are:
  - children who are eligible for (Free School Meals) FSMs or newly arrived or asylum seeker and
  - evidence to demonstrate that home circumstances could significantly affect a child's well-being

It is important to stress that parents have no right to a full-time place and the school will determine which children are eligible, based on information and evidence gathered from parents/carers, home visits or other sources. Parents/carers have no right of appeal if they are not allocated a place by the school.

When allocating fee paying full time places the Nursery admissions criteria (above) will be applied. Nursery fees will need to be paid monthly in advance (please see Additional Nursery Hours Charging Policy).

### **Late applications**

If an application is received after the deadlines set above, the child's application will be seen by the Admissions Committee within 6 weeks of the application. If a place is available, an offer will be made. Otherwise the child will be placed on our waiting list.

### **Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria.

This means that a waiting list may change as new applications for places are received and a child who has been on the waiting list for some time may drop down the list when a new applicant is added.

Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the child reaches Reception class age.

### **Applying for a Place in Reception**

Reception places are allocated according to the local authority's (Lambeth) co-ordinated admissions scheme as outlined in their Admission Handbook published annually. Admission to our nursery class **does not** constitute any right of entry to Reception. Those wishing to apply for a Reception place will need to complete a Common Application Form for Lambeth and a Supplementary Application Form for Reay School by the deadline (normally by mid January).

## REAY PRIMARY SCHOOL

### Additional Nursery Hours Charging Policy

This charging policy will take effect from 1<sup>st</sup> September 2017.

Fee paying hours (additional hours), in addition to the 3 hours/day (15 hours/week) free Nursery entitlement, will be offered in 3.5 hours/day (17.5 hours/week) terms only. There is no flexible allocation available.

The following charges will be levied for additional hours over the entitlement of 3 hours/day at the following rates:

1. £6.00 per hour for the first child in the family (=£21/day, £105/week).
2. A 25% discount of the hourly rate will apply for each sibling. Siblings will be charged £4.50/hour (£15.75/day, £78.75/week).
3. School lunches will be charged at \*£2/day/child (£10/week) for all children not eligible for Free School Meals. No sibling discount is currently available.
4. Late pick-ups will be charged an additional £5.00 for every 15 minutes, or part thereof, after the Nursery sessions finishing time. This charge must be paid within 24 hours and is separate from any other payments.
5. Absences, including time off for sickness, will be charged at the full rate. Only in exceptional circumstances would charges be waived for non-attendance. The school reserves the right to make a decision on the level of charge in such circumstances.
6. Children must not attend the Nursery if suffering from a fever, diarrhoea, vomiting or any other communicable disease.
7. One month's notice must be given to withdraw any additional hours offered. Notice extends to both the parents/carers and the school. Cancellations without notice will require all outstanding Nursery fees and the one month's notice Nursery fees to be paid.
8. Failure by parent/carer to pay for additional hours will result in the additional hours being withdrawn immediately. On no account will charges for childcare be allowed to accumulate for more than a 2 week period.
9. Additional hours will be calculated on a cumulative basis over a monthly period and must be paid for at least 1 month in advance.
10. Preferred payment method is a bank transfer. Cash and cheque payments will need to be agreed separately.
11. An enrolment fee of £200 is required to secure a place for each child. This fee is non-refundable if the place is not taken up, is cancelled by parent/carer, your child leaves the Nursery within a period of 6 months or no monthly payments are received on time.
12. Childcare vouchers can be accepted as payment for additional hours.
13. \*These are current prices and may be subject to change.

## Admissions Criteria for Reay Primary Foundation School September 2017

### Procedure for admission into Reception class:

Places will be offered following application via the Common Application Form (CAF) and the school's Supplementary Application Form.

In the case of over-subscription places will be offered in the following order of priority:

**1. Looked after children;**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school and all previously looked after children and for whom the school can best meet their needs.. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or because subject to a child arrangements order or special guardianship order)

**2. Children with a sibling who already attends the school, and would not have left the school at the time of admission.**

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

**3. Children with a professionally supported medical or social need that the school is especially able to meet.**

Admissions decisions will be taken by Lambeth's Children and Young People's Service (CYPS) in consultation with the Head teacher and the Governors. Letters from an appropriate professional must support these applications although these will not always be conclusive.

**4. Children of members of permanent staff who are directly employed by the Governing Body of the school and will still be at the time of the child's entry to the school.**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage."

**5. Reay Nursery**

Children who are currently attending the nursery at the time of application.

**6. Distance**

Priority will be given on the **basis of distance between the child's home and the school, measured by a straight line.** The child's home address will be the child's permanent home address and will not be the address of a relative or carer, unless they have legal custody of the child. Applications should only be made from a single address.

As a tiebreaker for all criteria, priority will be given to children living closest to the school (measured by a straight line from school's main pedestrian entrance at Hackford Road) in accordance with the measuring information in criterion 6. However, ONLY in the case where children have exactly the same distance between their home and the school, the school will randomly allocate the places by toss of coin.

All children will be admitted in September as the school is operating a single point of entry.

In line with the School Admissions Code, parents may seek a place for their child outside of their normal age group. Please refer to 'Guidance on applications for children outside of chronological age group' in the 'Starting Primary School in Lambeth' booklet.



**Admissions Criteria for Reay Primary Foundation School  
September 2017**

**Procedure for admission In-Year (Reception – Year 6):**

In the case of over-subscription places will be offered in the following order of priority.

**1. Looked after children;**

A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school and all previously looked after children and for whom the school can best meet their needs.. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or because subject to a child arrangements order or special guardianship order)

**2. Children with a sibling who already attends the school, and would not have left the school at the time of admission.**

A sibling is defined as a full/half/step brother or sister, living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers at that address as a result of being looked after by the Local Authority.

**3. Children with a professionally supported medical or social need that the school is especially able to meet.**

Admissions decisions will be taken by Lambeth's Children and Young People's Service (CYPS) in consultation with the Head teacher and the Governors. Letters from an appropriate professional must support these applications although these will not always be conclusive.

**4. Children of members of permanent staff who are directly employed by the Governing Body of the school and will still be at the time of the child's entry to the school.**

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a)** where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b)** the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage."

**5. Distance**

Priority will be given on the **basis of distance between the child's home and the school, measured by a straight line.** The child's home address will be the child's permanent home address and will not be the address of a relative or carer, unless they have legal custody of the child. Applications should only be made from a single address.

As a tiebreaker for all criteria, priority will be given to children living closest to the school (measured by a straight line) in accordance with the measuring information in criterion 5. However, **ONLY** in the case where children have exactly the same distance between their home and the school, the school will randomly allocate the places by toss of coin.