



Date: Spring 2020

Policy- Nursery Admissions

Watcombe Primary School

(in partnership with Watcombe Children Centre Nurery)



Admissions Policy for the Allocation of Nursery Places at Watcombe Primary School

Applied to all 3 year olds (funding starts the term after their third birthday).

Admissions Process:

- Details of applicants will be recorded in an Admissions Book in the school office. Details of eligible children attending Watcombe Children's Centre Nursery (children who have siblings at school and children who live in the designated area) will be transferred by the Nursery Business Manager.
- All applicants will receive an offer letter and application form, at the beginning of the term before they are eligible for funding.
- There will be a deadline date within 4 weeks for returning application forms. Applications submitted after this date will be offered any remaining sessions once the allocation of places has taken place.
- Allocation of places will take place at the beginning of the term before children are due to start (see table below) and parents will receive confirmation of a place for their child in May (for September start); October (for January start); and February (for April start).

Term	Offer letters sent	Application forms returned	Places allocated	Acceptance letters sent
September	April	May	May	May
January	September	October	October	October
April	January	February	February	February

Places Available:

The Nursery day consists of a 2½ hour morning session (9am - 11.30am), a 1 hour lunch session (11.30am - 12.30pm) and a 2½ hour afternoon session (12.30pm - 3pm).

There are 26 morning, 26 afternoon sessions, and 24 lunch sessions available.

Monday to Friday	Morning session 9am - 11.30am (2½ hours)	Lunch session 11.30am - 12.30pm (1 hour)	Afternoon session 12.30pm - 3pm (2½ hours)
Sessions available	26	24	26

To enable children to settle successfully into the school nursery, all children must attend a minimum of 3 x 2½ hour sessions. For example, 2 mornings (9am-11.30am) and 1 afternoon (12:30pm-3pm).

All applicants will be able to request up to 14½ hours of funded sessions. Those eligible for up to 30 hours of funded sessions will be able to request the number of sessions required.

Applicants requiring sessions beyond the funded 15 hours may be able to pay for these where available.

We work in partnership with Watcombe Children's Centre Nursery who provide wrap-around care before and after school (8am to 9am, 12.30pm to 5.30pm). Funded hours can be used to access this provision, subject to places being available.

Admissions Criteria:

All nursery places (including those on the school admission list and those children identified as being in the designated area by the Watcombe Children Centre Nursery Business Manager) will be allocated against the following admissions criteria and the order of priority is:

1. Looked after children
2. Children who have a sibling at the school (closest to school has priority)
3. All other children (closest to school has priority)

The allocation of places will be managed by the School Foundation Leader, who will work in partnership with the Manager of Watcombe Children's Centre Nursery Manager for those applicants who require wrap-around care.

Children attending Watcombe Children's Centre Nursery, who are eligible for a school nursery place against criteria 2 and 3, but unable to access this due to availability, will continue to attend the Children's Centre Nursery. They will be admitted to the school nursery the term after a place becomes available.

Being allocated a nursery place does not guarantee a place in the reception class.

Places for Reception are applied for through a separate Local Authority application process. The closing date for the is usually mid January prior to a September start.

Map of Designated Area:

