



POLICY ON ADMISSION TO THE NURSERY

For admissions between September 2016 and July 2017

At Dishforth Airfield Community Primary School we offer high quality Early Years provision within a Foundation Stage Unit. The unit comprises a 26 place nursery (Foundation Stage One) and a full time reception class (Foundation Stage Two), catering for children aged 3 to 5. This policy sets out how places are allocated for Foundation One class and the procedures for applying for a place.

A place in the nursery does not have any bearing on whether the child will secure a Reception place. Parents **MUST** also fill out an Admissions form for both the school and North Yorkshire County Council separately for a Reception place.

The Early Years Entitlement

Early Years Entitlement enables all children to access early learning and care based provision from the term after their third birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year. The 15 hours does not include lunchtime supervision – this is a chargeable session.

This means that:

- Children with birthdays between 1st January and 31st March can access 15 hours free pre-school provision from the start of the following Summer term (after Easter).
- Children with birthdays between 1st April and 31st August can access 15 hours free pre-school provision from the start of the following Autumn term (September).
- Children with birthdays between 1st September and 31st December can access 15 hours free pre-school provision from the start of the following Spring term (January).

Parents are able to request any combination of pre-school sessions, **subject to availability**. Part sessions are not allowed. Parents may be able to apply for further full sessions above their 15 hours entitlement if there is availability and they will be charged according to our terms and conditions document.

Session times are as follows:

Mornings	08.45 a.m. to 11.45 a.m.
Afternoons	12.15p.m. to 3.15 p.m.
Lunch time (chargeable at £2.50)	11.45-12.15

Applying for a place or to change hours in the nursery (Foundation Stage One).

The closing date for applications or change of hours is as follows:

- By the 15th July for a September start. **We will be flexible about this date for 2016 due to the regimental move into Dishforth Airfield.**
- By the 31st October for a January start.
- By the 31st January for an April start.

Parents **MUST** complete a Nursery Application Form (or change of hours form if the child is already in nursery) available from the school.

Allocating places

The Published Admission Number of our pre-school is 26. This means that there are 13 places available each session. Following the closing date, the admissions panel will meet and will rank all applications according to the nursery's Admissions Criteria listed below and not according to when the application was made.

The offer of sessions will be made according to the over-subscription criteria and availability of sessions and will endeavour to meet parental requests wherever possible.

On behalf of the governors, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer of a place in the setting. If parents accept the offer they will be invited to a 'stay and play' session in the Foundation Stage Unit – as a taster session. If the place is not accepted it will be re-allocated according to the ranking list.

If the nursery is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list. These applications will be processed following the next closing date for admissions.

Late Applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start at the beginning of the next school term. If the nursery is full, the application will be placed on the waiting list.

Criteria for Admission into the Pre-School

Governors use the following criteria when prioritising applications. Where we receive more applications than the number of places available - the Published Admission Number, currently 26, the governing body will prioritise applications using the following criteria:

Admissions Criteria

Over-subscription Criteria

Where there are fewer applications than places available, all children will be admitted. In the event that more applications are received than there are places available, places will be allocated in the following order of priority:

1. Children with a statement of special educational need if the statement names the school.
2. Looked after children or previously looked after children for whom Dishforth Airfield Primary has been expressed as a preference, including children who have been adopted but who were previously in public care, those with a residency order and those with special guardianship.
3. Children who have their fourth birthday during the academic year that they wish to be admitted to the nursery (1st September to 31st August).
4. Children who have a sibling in the school or nursery at the expected time of entry to the nursery.

If there are more applications falling within any of the above criteria than there are places remaining, available priority will be given to those living nearest to school (see below).

Definitions and Interpretations

- Proximity to the school will be measured by the shortest walking distance from home to the main entrance of the school as electronically measured by the local authority.
- Reference to parents includes either or both parents or a sole parent and where only one of the two parents satisfied the criteria the application will be treated equally with applications where the criteria is satisfied by both parents.
- Siblings are children who normally reside at the same address and who are blood relatives, step children, adopted children or long term foster children.
- The expression 'parents' includes legal guardians.
- The term 'school' refers to Dishforth Airfield Primary.