

**Buxton School**  
**Nursery Admissions Policy for September 2012- August 2013**

**Buxton School Nursery Admissions**

Nursery Education at Buxton School is for children aged between three and five years and on a part-time basis. The free early years entitlement, as with all Nurseries and Nursery Classes, becomes available once a child reaches 3 years old.

Parents interested in a nursery place for their child are asked to contact the Primary Phase of Buxton School directly.

**Pupil Ability**

Pupils will be admitted without reference to ability.

**Indicated Admission Numbers**

The Nursery Admission number for Buxton School is 40.

**1. The Admission Authority:**

1.1 As a Trust School, Buxton School is its own admission authority. It sets the overall policy, procedures and admission criteria for all Nursery admissions.

**2. Admission Procedures:**

2.1 As a Trust School, admissions are the responsibility of the school's Governing Body.

2.2 Admission to the nursery must meet the standards set in the DfE School Admissions Code 2010.

**Waiting Lists:**

If the Nursery is oversubscribed, a waiting list will be held. The waiting list will be prioritised according to admission age and the school's oversubscription criteria.

**3. Admission Age:**

3.1 The age at admission must not be below three years. Children are admitted to the Nursery between 3 and 5 years. Parents have the right to request a place and should not be refused admission because the requested admission does not begin at a particular age.

3.2 Parents' requests for admission for periods such as the final term only, two terms, one year etc. will be considered and met wherever possible.

#### **4. Leaving Age:**

**4.1** Children will transfer to a reception class at the start of the term relating to their planned admission except for where transfer may be delayed on the basis of identified special educational needs provision.

**4.2** Children will leave the nursery class at the end of the term before the planned admission to reception class. The Local Authority's admission arrangements for reception classes are based on a Single Point of Entry.

<b>Birth-date range</b>	<b>Last term in Nursery</b>	<b>Expected admission to school</b>
1 September 2007 to 31 <sup>st</sup> August 2008	Summer term before fifth birthday	Autumn term

**4.3 Deferment of a Reception Place:** If parents wish to defer their child's entry into Reception for September 2011 the following deferred dates will apply:

- For children born: 1<sup>st</sup> September – 31<sup>st</sup> December 2007 – must start by beginning of the Spring term in January 2013
- For children born: 1<sup>st</sup> January – 31<sup>st</sup> August 2008 – must start by beginning of the Summer Term in April 2013

**4.4 Parents will not be able to defer their child's entry beyond the beginning of the term after their child's fifth birthday, nor beyond the academic year for which the original application was accepted.**

**4.4** Closing date for applications is 15<sup>th</sup> January 2012.

(For additional information regarding admission to a Reception Class, changes for Reception Single Point of Entry or deferring a Reception place refer to the application for a Reception Place brochure provided by the London Borough of Waltham Forest.)

#### **5. Published Admission Number:**

**5.1** The school's current published admission number of 40 is put in the School Prospectus and on the school's Website annually along with the admissions criteria (as agreed by the Local Authority in the case of community schools and the governing body in the case of voluntary-aided schools).

**5.2** The school must not refuse admission if the admission limit has not been reached.

#### **6. Basis of admission:**

Places are offered to parents on a part-time basis for five sessions each week. Children will be offered either a morning or afternoon place. It is expected that

children will usually remain in the same session (i.e. morning or afternoon) offered throughout their time in the nursery.

## **7. Part-time and Full-time places:**

**7.1** Occasionally the nursery may offer an emergency full-time place to support a child with an immediate short-term need. In such cases it is at the Headteacher's discretion to offer an emergency full-time place. The headteacher will provide parents with written details that specify the start and end of the arrangement and any mechanism for extending the full-time place. The Headteacher will make it clear if the arrangement is fixed and there will be no possibility of extending the full-time placement.

**7.2** The Nursery classes are funded on the basis of the number of pupils on roll in the January preceding the next financial year (e.g. January 2012 for the 2012/13 financial year).

**7.3** The school is only able to consider offering full-time placements, without referral to the LA, where the additional sessions are funded from other sources (e.g. privately by parents directly, or other funding initiatives as appropriate) and where no other child is denied a part-time place who otherwise would have had a part-time place offered in accordance with the admissions policy and criteria.

## **8. Transfer between settings:**

**8.1** There may be circumstances that force parents to consider seeking a transfer to another setting. Usually this will be because the family have moved and they can no longer attend their current school.

**8.2** Parents should contact the headteacher of the school that is closest to their new address and they will join the waiting list. The headteacher will apply the criteria when they consider the application.

## **Admission Criteria to the Nursery:**

The implementation of the policy has been delegated to the governors of the school.

The Governing Body will consider the following admission criteria that have equal importance in the allocation of part-time places. If necessary, decisions will take account of advice given from other professional sources. This also applies to requests for full-time placements.

## **A. Individual needs of children and their families:**

This will cover special educational need, physical, medical, social and emotional concerns that affect the child's progress. The needs of the parent may also be considered.

The following categories of child will receive higher priority for admission.

- Those children with a Statement of Special Educational Needs
- Children in Public Care (Children in Care)
- Children, or the parent/carer, with a medical condition affecting mobility and this is the closest setting to the family home or place of long-term medical treatment.

For some children, there will be strong educational reasons why a full-time place may be offered, subject to approval by the LA.

### **B Children with a sibling on role in the Primary or Secondary phase**

The Governing Body will consider the implications for both the family and for the school of sibling connections.

### **C. Nearness to the school:**

Considerations will be given to the home address and may also take into account the childminding arrangements.

### **A place for every child:**

The Governing Body to the school cannot guarantee a nursery place for every child at the school preferred by a parent. Nor can it offer the same number of terms for each child, although every effort will be made to offer at least 3 terms.

Places in nursery schools and classes are primarily for residents of the London Borough of Waltham Forest. However applications cannot be refused if received from residents of other boroughs. The basis for refusal of an out-borough request is that the nursery is full or that places have all been offered to children living closer to the school and there are no remaining places to offer.

### **Complaints:**

There is no formal appeal for refusal to offer a part-time place at a nursery class.

A parental request for a review of a decision not to offer a part-time place should be managed as a complaint, the response should be according to the school's published complaints procedure. Where the complaint is against the refusal by the school to offer a full-time place, the parent / carer should complain to the Governing Body.

