



Whiteknights Primary School

Admissions Policy for Nursery

March 2016

Date of next review: December 2016

Whiteknights Nursery

Admissions Policy for Nursery for the 2016 /2017 Academic Year at Whiteknights Primary School

Please note:

- A successful application to Whiteknights Nursery **does NOT** guarantee a place at Whiteknights Primary School. A separate primary school application is required and is available from Wokingham Borough Council.
- Completion of separate registration and application forms are required for Whiteknights Nursery and Whiteknights Primary School.
- Registration and the subsequent completion of an application form for Whiteknights Nursery do not constitute an offer of a place in the Nursery. Any offer of a place will be sent in writing.

General

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Applications should be made using the nursery application form issued with this policy.

Children join the Nursery the term after their third birthday. See below:

If the child is born between:	They are eligible for a free part-time place in the term following their third birthday:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

Provision available at Whiteknights Primary School

The maximum number of children that can be accommodated is 52.

The admission number is split to provide 26 places in the morning (8.30-11.30) and 26 places in the afternoon (12.30-3.30). Alternative patterns of attendance are available: breakfast, lunch and after school club and additional sessions.

Application Procedure

Parents should apply direct to Whiteknights Primary School.

Places allocated will be offered in accordance with the published Wokingham Borough Council admissions criteria. Parents should ensure that they read the admissions policy and complete the application form for admission to Nursery.

Applications will be considered by a committee of the Nursery Management and Office Staff, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body, or in the case of partnership foundation stage units by a management body of the unit.

Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.

Where a session is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the week (Sunday night 1800hrs to Friday 0900hr) with a parent. Where sessions are being taken up in fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription policy.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting.

The offer of a place may be withdrawn if false or misleading information is given.

Allocation of places

The following criteria will be used to allocate available places at Whiteknights Nursery when more applications than can be accommodated are received:

- A** Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (previously looked after children)
- B** Children whose permanent address is within the designated area, see map at appendix 1 for Whiteknights Nursery.
- C** Children whose permanent home address is inside the designated area (see map at appendix 1) for Whiteknights Nursery and who, at the time of application, have a sibling who is expected to be at Whiteknights Primary School when the child will enter the setting.

- D** Children whose permanent home address is **outside** the designated area for Whiteknights Nursery and who, at the time of application, have a sibling who is expected to be at the linked school or setting when the child will enter the setting (see notes 3 and 4).
- E** Any other child who wishes to attend Whiteknights Nursery.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the application of places criteria outlined above be retained until the end of Nursery.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the setting as soon as possible. Parents are requested to advise the maintained setting at any stage, if they are not accepting the place for any reason.

Should a place be offered following a child's birthday later in the year, the setting reserves the right to offer this place to a child who wishes to start immediately.

Offers of entitlement hours

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement of fifteen hours.

All eligible three and four year olds will be entitled to 15 hours free education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour education sessions per week. You can choose from morning or afternoon sessions or a mix of all day, some mornings / afternoons. The sessions you choose and will be allocated will remain the same for the academic year. The morning education sessions run 08.30am -11.30am and the afternoon sessions 12.30pm-3.30pm. You may choose to take up additional education sessions per week. Each additional session will cost £12 for a 3 hour session.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges will be made for additional childcare sessions over and above the full free entitlement of 15 hours, where parents choose to purchase these.

Additional Education Session (3 hours either 8.30am-11.30am **or** 12.30pm-3.30pm) = £12
Breakfast Club (7.40am-8.30am) = £4
Lunch Club (11.30am-12.30pm) = £4.00
After School Club (3.30pm-6.00pm) = £9

Lunch club will offer a hot meal at an additional fee.