



# South Haringay School

## Nursery Admissions Policy

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**Member of staff responsible: Clare Doherty**

**Date to be reviewed: Spring term 2018**

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South Haringay Nursery offers a choice of part time (15 hours) and full time (30 hours) provision. There is also opportunity for extended hours to incorporate breakfast and after school provision – these places will be offered to children attending 30 hours in the first instance. Parents/carers must place their child's name onto the Nursery waiting list for a place for the 15 free hours or the 30 free hours by the **30<sup>th</sup> April**. All children will be considered fairly irrespective of gender, race or disability.

Children will be admitted to Nursery at the start of the term following their third birthday. The child will then have access either the 15 free hours or the 30 hours Government funding for three and four year olds. In the case of 15 hours entitlement, parents may request a **morning place (8.45-11.45)** or an **afternoon place (12.45-3.45)**. Whilst the school will try to accommodate this preference, it cannot be guaranteed.

The waiting list will be considered at the end of April and the following procedures will be followed:

- A letter will be sent during May with an offer of either a whole day session or a morning or afternoon session. A signed acceptance slip is required within 14 days of receipt.
- Before starting at the Nursery, all parents/carers will be offered a short visit to the Nursery and a home visit. An arrangement will also be made for the parent/carer and child to visit the Nursery to aid transition and a start date will be advised.
- Admissions forms to be completed and returned to the school by a specified date.
- Birth dates will be checked and a copy of the Birth Certificate will be taken.
- A copy of a utility bill for verification of the child's address will also be taken.



There is NO automatic transfer for Nursery children to the main school. There is NO automatic offer of a sibling place without making an application. To apply for a place in the main school parents/carers must submit an application to the Local Authority by the specified closing date.

## Oversubscription eligibility criteria

If there are more requests from parents/carers than the number of places available, the following criteria will apply in order of priority. The amount of time a child has been on the waiting list will *not* be taken into consideration.

- Children who have attended South Harringay Nursery during the previous academic year
- Children who have a parent employed by South Harringay Federated schools. There will be some flexibility regarding the 30 hour placement in these cases.
- Children looked after by a Local Authority including adopted children who were previously looked after and children who leave care under a Special Guardianship or Residence Order\*
- Children who have a sibling attending the school or the Nursery and who will continue to do on the date of admission \*\*
- Children who live closest to the Nursery by the shortest walking distance, based on the permanent residential address, at the time of the application, of the parent with whom the child lives (or, if the child lives with parents/carers of shared responsibility, each for part of the week, the address used will be the one from which the child travels to the Nursery for the majority of days per week). **Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system\*\*\***

*Although there is no formal appeals process for nursery admissions, the Headteacher will be happy to meet with you to explain how decisions were made with reference to the criteria outlined in this policy.*

\*Child looked after is a child who is in care to a local authority or who is provided with accommodation by that authority and will still be looked after when at the time an application for their admission to a school is made, and who the local authority has confirmed will still be looked after at the time when the child is admitted to the school. Children placed by the Local Authority by a Kinship or residency order are NOT classed as child looked after.



\*\*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

\*\*\*"Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school.