



Riverside Primary Academy **Nursery Admission Policy for 2018-19.**

All children aged 3 to 4 are entitled to 15 hours of free provision provided over 38 weeks (universal entitlement). From September 2017, some children are entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

Universal entitlement (15 hours of free provision) – You will be allocated either 5 mornings per week, or, 5 afternoons per week. Morning sessions start at 9am and finish at 12.00pm, afternoon sessions start at 12.00pm and finish at 3pm. This can be supplemented, should you wish, by our wraparound care which parents are invited to purchase.

Extended entitlement (30 hours of free provision) – 9:00 am until 3:00 pm 5 days per week. This can be supplemented, should you wish, by our wraparound care which parents are invited to purchase.

Admission criteria

Where there are places available, all children will normally be admitted to our nursery class soon after their third birthday on a first come, first served basis initially, using the date your application was received at our school office. However, please note that in some cases, we may need to delay your child's start beyond the relevant admission time, in circumstances where the school has induction procedures to follow, to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with parents/carers, the Headteacher and the Early Years Leaders. Your child may not receive their full free entitlement in these circumstances. However, if you have a place allocated, you will not lose your place if a slower integration process is needed to settle your child into school successfully.

Oversubscription Criteria

If it is evident that there are not enough places available for all applicants **by the end of January each year**, we will apply the criteria below, which are ranked in priority order:

1. The children who will become four years of age during the next academic year (from September to August) and would only have the opportunity to benefit from three terms of nursery. This would be applied in the date order of your child's birthday with older children having priority. Should this group of children look likely to be oversubscribed, we award places in the following order:
 - a) Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
 - b) Children who will become three during the Autumn term, then the Spring term and then the Summer term.
 - c) Children who will access either their full universal entitlement or full extended entitlement within this nursery.
 - d) Children who live in Gateshead and who will have a brother or sister (including step-siblings) at the school during the coming academic year.
 - e) Other children who live in Gateshead.
 - f) Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.
 - g) The date of the receipt of the application by our school office, on a first come, first served basis.
2. We will next consider those younger children who will reach the age of three during the next academic year.
3. Priority will then be assessed termly and, provided we can confirm that a place is not needed for a child who will become four years of age during the next academic year, places will be given to three year olds in the following order:
 - a) Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
 - b) Children who will become three during the Autumn term, then the Spring term and then the Summer term.
 - c) Children who will access either their full universal entitlement or full extended entitlement within this nursery.
 - d) Children who live in Gateshead and who will have a brother or sister (including step-siblings) at the school during the coming academic year.
 - e) Other children who live in Gateshead.
 - f) Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.
 - g) The date of the receipt of the application by our school office, on a first come, first served basis.
4. For the sake of clarification, once children have started attending our nursery, they will not be displaced by children who register later.

Tie Breaker

If after the above priorities are applied, there are more applicants than places available, then priority will be given to those children, based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority. In this instance, confirmation of you address will be required.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act, for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point, subject to availability, a place will be available, from the start of the week following their confirmation of eligibility. If no place is available, the child will be placed on the waiting list.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and the Headteacher will agree the pattern of attendance for the universal entitlement. (Currently 15 hours of provision)

Paying For Additional Hours

In very exceptional circumstances, the Headteacher may consider allowing parents or agencies to pay for additional hours. This will be considered on an individual basis taking all factors into consideration and will be at the Headteacher's discretion. Paying for additional hours will not be a regular occurrence. The charge will be £22.50 per session, in advance per half term excluding lunch, (which must be booked and paid for on the school lunch system from home).

Waiting Lists

The academy will keep three waiting lists. One for children in their pre-school year (the pre-school group reach the age of 4 before 31st August), another for younger children (nursery group which includes children who are still 3 years old by 31st August) and a third for children whose parents wish to buy back 15 hours of additional provision. If places then become available, we will consider all the applications on our waiting list. All applicants on the waiting lists will be placed according to the admission criteria and priorities set out above. The waiting list will be maintained by the school office staff from the start of the academic year and be kept for the rest of the academic year. Children will be moved from the nursery list to the pre-school list without the need for a further application.

The academy is happy to accept applications for nursery places at any time in the academic year. Parents/carers should note that in some circumstances, the date of application might need to be considered, so we advise applying as early as you can.

When will I hear if my child has a place?

You will receive an acknowledgement of your application within ten working days or by return of e-mail if you make an e-mailed application. You will then receive a reminder and confirmation of your child's start date, by post, approximately six weeks prior to your child starting to attend. This will confirm your start date and time. Please ring the school if you require any further information as we are always happy to help.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child, then you may register a complaint with the Governing Body using their normal complaints procedure (see website).

Admission into Reception

Although most children move from our nursery to our reception classes, obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission criteria that applies for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school.

Review

This policy will be reviewed annually by the Governing Body.