



NETTLEWORTH INFANT SCHOOL AND NURSERY ADMISSIONS POLICY



We nurture, we flourish, we achieve

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Admissions into Nursery

- Children are admitted into the Nursery unit from the age of three years.
- A Nursery waiting list is prepared from completed application forms.
- The Nursery admits children from any area and parents are made fully aware of the fact that a Nursery place does not guarantee a place at the infant school.
- A place is not usually offered if the child is already attending another Nursery in the area.
- Children are admitted by age until the Nursery is full with 39 children on roll between three groups with the scope to increase the numbers to 52 after the first term.
- Priority admission occurs if there has been a strong request from a professional body. The Governing Body is informed.
- Admissions are controlled by the school office.

Admissions Procedure

- Parents are informed by telephone call/letter that there is a Nursery place available from Nettleworth School.
- The first visit is for 60 minutes accompanied by a parent/carer. The group leader shows them round the Nursery and talks about the general procedure and any concerns they may have. Parent/carer visits the school office with the birth certificate. Emergency contact numbers are checked and any medical problems discussed.
- On the second visit the child is delivered to nursery and met by the group leader. If the child has settled well the second visit is extended to the end of the session.

- In the majority of situations and if the child has settled in then he/she comes for the whole of the session on the third visit.

Starting School: Admission to the Infant School

The majority of children admitted into Nettleworth Infant School come from Nettleworth Nursery Unit with a percentage of children from other nurseries and private settings in the area. The staff at the Nursery unit work closely with the staff at the Infant school to ensure a smooth and happy transfer and transition by facilitating a series of visits. Every effort is made to invite children from other settings and allow staff to discuss children's progress with their teachers.

Compulsory school age into the reception class (Foundation Stage 2) is the term following a child's fifth birthday.

All children can start school full time in reception (Foundation Stage 2) in the September following their fourth birthday. However parents can request that the date their child is admitted to school is deferred until later in the school year or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up their place part-time until the child reaches compulsory school age within the school year. For children born before 1st April, parents must ensure that they apply for a school place before the closing date in January if they want their child to start in the reception class during the following academic year.

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until September following their fifth birthday and may request that the child is admitted outside the normal age group – to reception rather than year 1.

Admission Criteria

In the event of over-subscription, the following criteria will be applied in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

1. Children looked after by a local authority including those who have been previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of adoption.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at national offer day for first admission to school.
3. Other children who live in the catchment area at the closing date for applications.

4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school.
5. Children who live outside the catchment area.

In the event of over-subscription within any criterion, preference will normally be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principle entrance to the main administrative building of the school. In the event of two distances being equal, the Local Authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn by a person independent of the admissions team.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Special consideration for all year groups

Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Admissions to year groups other than intake year

Applications for admission to other year groups will normally be considered in relation to the published admission limit which applied when the year group was first admitted to the school, although infant class size restriction will also need to be considered.

If places are available, the child will normally be admitted to school.

Summer Born Children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. The process is

outlined above. Parents should discuss the request with the headteacher of each of their preferred schools.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. Parents considering delaying their child's admission should submit their request for community and voluntary controlled schools in Nottinghamshire to Nottinghamshire County Council's school admissions team. This request should be made alongside the formal application for a school place that is made to the child's home local authority by the closing date (15 January for reception age/year 3 places; 31 October for secondary school places).

Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, is responsible for making the decision about which year group a child should be admitted to and designated officers will consider the circumstances of each case, the child concerned and take account of the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

Transfer from Nursery to School

- The Head Teacher goes through the list of children with the Nursery staff noting any special issues or requirements that need to be addressed for any individual children.
- The children are placed in infant classes with regard to:
 - ❖ The number of children in each class
 - ❖ An even spread of children with individual requirements, for example, vulnerable (including those in receipt of pupil premium grant)/looked after children, children with behavioural issues, special educational needs and highly able children.
 - ❖ An even spread of boys and girls
 - ❖ Consideration to previous/future relationships with particular children who are already in school.
 - ❖ Children who need to be parted or kept together.
- Receiving staff and Nursery staff are given the list.
- Letters are given to parents. Parents are invited to a pre-school meeting where they meet the Foundation 2 teaching staff.
- Infant staff make two short visits to the Nursery to meet their new children.
- Nursery staff bring over the children prior to the official starting date at a mutually convenient time. The length of these visits varies with each individual class.

- Text messages are sent to parents during the first few weeks for parents to know that their children are happy and settled in school.
- Structured Conversations take place between the class teacher or key worker in Nursery, early in the first half term to allow parents the opportunity to discuss their child in detail, their family circumstances and any concerns that they may have.

NCC Amendments determined 10th February 2020

Summary of relevant key changes:

Qualifying Scheme

Where no application has been received for known children, and no educational provision has been identified for a child on 31 August, NCC will, after all preferences have been processed, identify the next closest Nottinghamshire school with an available school place. An offer will be made to ensure that all known Nottinghamshire children have an allocated school for the start of the new school year. This applies to children at key transfer points (infant to Junior transfer and primary to secondary transfer)

DfE Guidance

Updated statement on admission of summer-born children: 26 June 2020

In September 2015, we committed to amend the school admissions code ('the code') so that summer born children can automatically be admitted to a reception class at the age of five where that is what their parents want, and can remain with the cohort with which they are admitted throughout their education. We remain committed to making that change.

We have launched a consultation on some changes to the code, which are focused on ensuring that the arrangements for in-year admissions support the most vulnerable children. These changes were planned before the coronavirus (COVID-19) outbreak but will now be needed more than ever.

We are unable to make the summer born change at the same time, because a provision to enable children to remain in a particular cohort goes beyond the remit of the code and therefore requires primary legislation. We remain committed to making these changes in due course.

In the meantime, it is reassuring that the system is now responding well to this issue. Before 2015, there were a number of concerning cases involving children who had been extremely unwell or were born very prematurely. It seemed clear that their interests would be best served by allowing them to start the reception year at age five, but too often their parents' requests were dismissed out of hand by admission authorities. Such troubling cases now seem to be few and far between, and our research indicates that admission authorities are increasingly flexible when responding to parents' requests, with almost 9 in 10 being agreed in 2018/19. Read more information on [Delayed school admissions for summer-born pupils \(2019\)](#).

Despite this positive trend, there are still some cases which seem to give rise to prolonged disputes between parents and the admission authority and some children are still being forced to miss their reception year. There is also some evidence that a minority of admission authorities do not fully understand the requirements of the code. For this reason, we intend to publish updated guidance for local authorities this summer.

We do not intend it to become the norm for summer born children to start school at age 5. Whatever the school starting age, there will always be children who are the youngest in their age group, and most children thrive when admitted to school at age 4. Evidence shows that the youngest children make the fastest progress and that the majority meet the required standard.

A decision to delay a child's admission to school will affect them for the remainder of their education. Parents should think very carefully before deciding what would be best for their child, and be open-minded to the views of the school and head teacher.

We do not anticipate that, as a general rule, children will need to delay their admission to school purely as a consequence of the coronavirus (COVID-19) outbreak. Schools will be planning carefully to take the impact of the outbreak into account in their teaching and their support for children.

Where parents genuinely believe that delaying admission is right for their child, we expect admission authorities to give careful consideration to the age group in which the child's needs can best be met, and to make sure they get the process right.

We will shortly be publishing some new advice intended to help parents who have concerns about their child's readiness for school to make an informed decision about what would be right for their child, alongside some updated guidance to support admission authorities in fulfilling the duties imposed on them by the code.