



## Admissions into Nursery at Richard Coates Church of England School

This policy will be used to determine admissions to our nursery and all admissions decisions will be justified by reference to the criteria given.

Our Governing Body is responsible for admissions to our nursery which currently offers up to 52 part time places of 15 hour per week (term time only). Where places are available and resources allow, it is up to the Headteacher's discretion to offer additional places. Sessions are available for 15 hours free entitlement across two and a half days (Mon/Tues/Wed and Wed/Thurs/Fri). Where places are available, parents will be offered their preference.

Children will attend nursery for three, four or five terms prior to their entry into school. Places will be allocated in January, October and April for admissions into Nursery the term after their third birthday. At the discretion of the Headteacher a child may be admitted as soon as a child turns three, if both school and parents agree the child is ready and if there are available spaces.. When a place is not available it will be allocated at the start of the next term or academic year after their third birthday.

The Headteacher will keep an application list of pupils seeking admission; children can be added to this list from birth. Places will be allocated as follows:

- Allocation of September/Autumn Term places will be made in April
- Allocation of January/Spring Term places will be made in October
- Allocation of April/Summer Term places will be made in January

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

Over-subscription criteria to be applied in the following order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children on whose behalf evidence of exceptional medical need is presented.
3. Children living within the catchment area or those children on whose behalf firm evidence can be presented that they will be living in the catchment area by the appropriate date (the day the child starts nursery).
4. Children living in the catchment area of the Ponteland Partnership of Schools.
5. Children living in wider Northumberland.
6. Children residing outside of Northumberland.
7. Children whose parent have made the request based on religious preference and are regular church attenders.
8. Children on whose behalf preferences are expressed on grounds other than above



School will contact the parents of children to be offered places as soon as possible after the date of allocation, confirming the offer of a Nursery place. If the application is unsuccessful due to oversubscription, parents will have the option of their child being placed on a waiting list. Parents are given two weeks to accept the offer of a place. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

If there are fewer applications by the allocation date than places available, we will continue to offer places to eligible new applicants as they are received, until Nursery is full.

The school is keen to work in partnership with other Early Year providers including nurseries and childminders serving the local community. We can provide the details of childminders and daycare providers who can provide wrap around and holiday child care for children at Richard Coates CE School Nursery.

Please note that nursery admissions **does not** automatically guarantee a place in our Reception Year. It should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent.



# NURSERY APPLICATION FORM

Richard Coates Primary School Nursery offers 15 free hours of childcare per week. **In applying for and accepting a nursery place at Richard Coates Primary School you are entering an agreement to use your 15 free hours with Richard Coates Primary School for the entire academic year 2020-2021.**

<b>Child's First Name:</b>		<b>Child's Surname:</b>	
<b>Child's DOB:</b>		<b>Gender:</b>	
<b>Child's Address:</b>			
<b>Post Code:</b>			
<b>Telephone:</b>		<b>Email Address:</b>	
<b>First Parent/Carer's Name:</b>			<b>Mr/Mrs/Miss/Ms/Other</b>
<b>Second Parent/Carer's Name:</b>			<b>Mr/Mrs/Miss/Ms/Other</b>
<b>First Parent/Carer NI Number:</b>		<b>Second Parent/Carer NI Number:</b>	

Is your child in public care, i.e. looked after by a Local Authority?      **Yes**      **No**

If yes, which Local Authority looks after your child?  
Please give the name of the social worker involved


Does your child have a statement of special educational needs?      **Yes**      **No**

If your child suffers from a medical condition which you believe should be taken into account, please tick the box

**Children must attend all of their sessions**, please tick your preferred option below;

<b>Option 1</b>	<b>Option 2</b>	<b>No preference</b>
Monday all day <input type="checkbox"/>	Wednesday afternoon <input type="checkbox"/>	<input type="checkbox"/>
Tuesday all day <input type="checkbox"/>	Thursday all day <input type="checkbox"/>	<input type="checkbox"/>
Wednesday morning <input type="checkbox"/>	Friday all day <input type="checkbox"/>	<input type="checkbox"/>

Will your child have a sibling attending Richard Coates CE Primary School or any other school in September 2020?

**Yes**      **No**

If yes please give details below.

<b>Name of sibling</b>	<b>Date of Birth</b>	<b>School attending</b>



### Nursery Admission Policy

The admission policy for Richard Coates Primary School Nursery is as follows;

- 1 Children in the care of the Local Authority.
- 2 Children on whose behalf evidence of exceptional medical need is presented.
- 3 Children living within the catchment area or those children on whose behalf firm evidence can be presented that they will be living in the catchment area by the appropriate date – normally 1st September in each academic year.
- 4 Children living in the catchment area of the Ponteland Partnership of Schools.
- 5 Children living in wider Northumberland.
- 6 Children residing outside of Northumberland.
- 7 Children whose parent have made the request based on religious preference and are regular church attenders
- 8 Children on whose behalf preferences are expressed on grounds other than above

Please note that nursery admissions **does not** automatically guarantee a place in our Reception Year. It should be noted that an offer of a place may be withdrawn if information supplied by you on your application is intentionally misleading or fraudulent.