

OXCLOSE COMMUNITY NURSERY SCHOOL

ADMISSIONS POLICY

Oxclose Community Nursery School is a maintained Local Authority Funded Nursery School. The Government funds fifteen hours free education per week for children the term after their third birthday. The session times are:

Morning sessions: 8.45 am to 11.45 am
Afternoon sessions: 12.30 pm to 3.30 pm

We also offer flexible attendance patterns to support working parents. These places are limited and the school will discuss particular patterns based on a child's need and availability with parents before the children start the nursery. (see appendix 1 for flexible session)

The nursery will endeavour to meet parents' preferences regarding sessions but this cannot be guaranteed.

It is the nursery's intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Parents of children from outside the catchment area are welcome to apply but in the case of the school being over-subscribed the under-mentioned criteria will be taken into consideration.

Registration Procedure

The school uses Sunderland City Council Registration for Admission to Nursery Schools.

Parents are able to register children for nursery school following their second birthday and will be requested to provide sight of a birth certificate or passport, together with proof of residence.

The only time when an address which is different to the home address can be taken into consideration on the registration form is when parents utilise a registered childminder. Addresses of relatives can be considered if they have responsibility of caring for children whilst parents work.

The registration procedure does not operate on a "first come, first served" basis. The length of time children are on the registration list in no way influences the decision about places.

June 16

Admission Procedure

The school has three admissions per year. Autumn term (September), Spring term (January) and Summer Term (April). Parents will be advised approximately six weeks prior to the start date whether their child has a place and what the induction procedure entails.

In the event of the nursery having more names registered for admissions than there are places, parents will be contacted by the Local Authority Admissions Team and asked to complete a preference form. This will enable them to list, in order of priority, their choices of nursery. Places are then allocated using the following criteria:

- 1 Children already registered on the school roll attending the two year old provision.
1. Children in need (for definition see below)
2. A brother or sister attending the school
3. Proximity of the school to the child's home address or any registered childcare arrangements

The definitions of "child in need" for admissions purposes are:

(i) Children with an Education and Healthcare Plan (SEND) naming the nursery. This can be verified by the Local Authority SEND Unit.

(ii) Children whose special needs are currently being formally assessed by the Local Authority. The LA SEN Unit can verify this as above.

(iii) Children where there are recognised child protection concerns ie the child has been abused or is likely to be abused and is therefore registered by the Children's Services Directorate as being "at risk". This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.

(iv) Children whose parents' ability to care for them is limited eg the parent/carer is seriously ill; in hospital for long periods of time; has an identifiable mental health problem/significant disability and this is restricting the child's development or the family's wider circumstances are such that the child's development is restricted eg homelessness. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.

(v) Children who are at risk of being prevented from achieving or maintaining a reasonable standard of health or development. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.

(vi) Children who have a disability which significantly affects development ie the parent is in receipt, for the child, of Disability Living Allowance at the intermediate rate.

The definition of “registered child care” arrangements for admissions purposes is any childcare registered with the Families’ Information Service (FIS). If the childcare is not registered with FIS then the child will not qualify under category 3 above.

Appeals Procedure

Should there be an appeal against an allocated nursery place, this process will be handled by Admissions Team, City of Sunderland Council.