



Abbeyfields First School Nursery Admissions Policy

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 78 part time places. Children will attend nursery for either three, four or five terms prior to their entry into school. If their birthday falls between 1st April and 31st August they will be admitted at the beginning of the autumn term following their third birthday and will attend for three terms. Once places have been allocated in September, further admissions may be made at the beginning of the spring and summer terms if places are available. The January places will be allocated to children whose birthday falls between 1st September and 31st December and they will attend for five terms. If places still remain after the January intake children whose birthdays fall between 1st January and 31st March will be admitted at the beginning of the summer term and they will attend for 4 terms.

Children will attend for 15 hours per week, term time only adhering to two different attendance patterns; beginning of the week (all day Monday and Tuesday and Wednesday morning) or end of the week (Wednesday afternoon and all day Thursday and Friday)

The headteacher will keep an application list of pupils seeking admission; children can be added to this list from birth. However, inclusion of a child's name on the list does not constitute a promise of a place. Places are not allocated on a 'first come, first served' basis. Allocation of September places will be made in April, January places in November and April places in February.

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

When a school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admissions will be given to those children who are deemed to be 'looked after' or who have previously been 'looked after'.

The priority order for considering the remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.

2. Pupils with special circumstances, on whose behalf evidence of exceptional medical or exceptional social need is presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.
3. Pupils with siblings already in the school and who are expected to be on roll at the school at the time of admission who live within the greater catchment area of the Morpeth school partnership.
4. Pupils living within the greater catchment area of the Morpeth school partnership and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.
5. Pupils who have a sibling who already attends the school.
6. Pupils on whose behalf preferences are expressed on grounds other than those outlined

School will write to parents of children to be offered places as soon as possible after the date of allocation confirming the offer of a Nursery place, and detailing the attendance option available in the provision. If demand is very high, applicants may be unsuccessful and they will be informed of this at this time. They will then have the option of 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.

We appreciate that parents may be disappointed that they have not been allocated a place in the attendance pattern of their preference. However we encourage parents to stick with the session they have been allocated so their child forms relationships with other children in the session and builds a routine. We acknowledge that parents may need to transfer between sessions due to exceptional circumstances and the school will do their best to facilitate this where capacity allows.

Admission to a reception class will be in accordance with Northumberland County Council's Admissions Policy and admission to our nursery does not constitute any right of entry to reception at Abbeyfields.

Reviewed October 2016. Next review due October 2017