

Federation of Fairfield and Colneis

Felixstowe Nursery Admissions Policy

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Felixstowe Nursery Admissions Policy

Fairfield Infant School

February 2017

Fairfield Infant School looks forward to working with parents, carers and children to provide the best start to school life. We share a joint policy for Nursery Admissions. We ensure that arrangements will not disadvantage unfairly, either directly or indirectly, a child from a social or racial group, or a child with a disability or special educational need. Representatives from Felixstowe schools meet to ensure that there is no duplication of children on admissions lists. Each school is responsible for coordinating and managing admissions to their Nursery.

About our Nursery

The Nursery has 52 spaces; 26 in the morning and 26 in the afternoon.

Sessions

Children are offered 3 hour sessions either on week day mornings or afternoons every week during term time. Please note that whilst Fairfield Infant School Nursery participates in the 30 hours child care scheme, the maximum number of hours that we currently offer is 15 which is 5 x 3 hour sessions. Preference will be given to those wanting 5 sessions unless this is part of a dual placement with a special school nursery.

HOWEVER for admissions in 2019/20 we are exploring the possibility of offering the full 30 hours which would include both morning and afternoon sessions. Further information about this can be obtained from the school office.

Age range

Children begin Nursery at the beginning of the school year (September) after their third birthday and leave Nursery the following summer when they join the reception year group.

Applications for the reception intake

A place in the Nursery does not guarantee a place in the Reception year of the school. At the appropriate time parents will need to complete a Suffolk County Council application form and school places will be allocated according to the Local Authority's published admission arrangements

Visiting Nursery prior to application

Visitors are welcome to the school. Please contact the school office to arrange a mutually convenient time to visit.

Nursery Application Forms

Parents wishing to send their child to the Nursery will need to complete an application form (available on the school website or by contacting the school office). This form must be completed and submitted by 31st January prior to the September in which the child would start Nursery (that is the September after their third birthday).

Allocation of Nursery places

As early years funding to schools is based on the number of sessions attended the school will allocate places first to children wanting 5 sessions per week; either every morning or every afternoon. Preference for a morning or afternoon space will follow the oversubscription criteria below.

If applications for nursery places exceed the number of available places, Fairfield Infant School will apply the following criteria in making allocations in the following order:

Criteria for priority of applications to Nursery

Priority will be given to:

1. Children aged 3 and 4 years old who have an Education, Health and Care plan which names Fairfield Infant School
2. Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after)
3. Children who are the subject of a child protection plan
4. Children wanting to take their full free entitlement with you
5. Children with a sibling at the school when the child is due to be admitted. (A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.)
6. Children who are ordinarily resident in the catchment area
7. Children of UK service personnel
8. Children of Gypsies, Roma, Travellers, refugees and asylum seekers

Tie-Breaker: In any case where two or more children rank equally under any of the above criteria and there is only one place available, there will be a random ballot.

Once all children wanting five sessions or more have been allocated a place the school may use the same procedures to allocate any remaining places to children wanting fewer than five sessions. We will give priority to those wanting most sessions.

Twins or multiple births

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the school will ensure both twins are offered a place. In the case of triplets or other multiple births, if most children can be offered a place initially, the school will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

Waiting list

Once places have been allocated, and where it is not possible to offer some children a Nursery place because places are all taken, it will be possible for children's names to be added to a waiting list if parents request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see below). Places will be offered when they become available. You may also contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child elsewhere.

Nursery Appeals

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Fairfield Infant School Address, High Road West Felixstowe IP11 9JB

Submission of applications to Nursery

Applications for Nursery received after 31st January will be deemed "late applications" and will be processed after spaces have been allocated to those applications received by 31st January.

Late applications will be ordered separately using the same criteria (below) as on-time applications.

Application forms may be completed and sent to the school at any time after a child's second birthday however we will not operate places on a "first come, first served" system.

Parents will be asked for the child's birth certificate and proof of address.

Offering Nursery places

The School will write to parents by the end of the first week in February to advise whether or not their application has been successful. Parents will need to confirm their acceptance of the place, in writing, within 14 days; this can be done by returning the reply form attached to the letter. Where it is not possible to offer a child a place they can remain on the waiting list and places will be allocated from the list as they become available. The waiting list will be ranked according to the oversubscription criteria and may change if late applications are added.

Nursery Funding

All children aged three and four are entitled to 15 hours a week free Nursery education during term time (38 weeks a year), from the term following their third birthday. At Fairfield Early Education Funding for five sessions will be allocated to the school unless other arrangements are agreed with the headteacher. This allows for children who may attend for fewer than 5 sessions at first to take up their remaining sessions once they are settled.

Induction to Nursery

There will be opportunities for children to visit Nursery with their parents and home visits will be made by Nursery staff. Every effort will be made to ensure a happy start to Nursery life.

Attendance at Nursery

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Fairfield Nursery offers.

If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder. If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

Midyear Nursery applications

If there are vacancies in the Nursery, applications may be made at any time during the school year. Children must be 3 on 1st September of the current academic year to secure a midyear place. In the case of over subscription during the school year the above admission criteria would apply.

If a space becomes available, parents will need to confirm their acceptance of that place within 14 days.