



OWLSMOOR PRIMARY

NURSERY CLASS ADMISSIONS POLICY

Status of Policy	Date
Statutory - BFC	
Reviewed	Annually
Policy written	2017
Last reviewed by governors	10th June 2019
Review due	10th June 2020

This policy has due regard to the requirements of the Equality Act.

NURSERY CLASS ADMISSIONS 2019/20

Admissions Policy

Owlsmoor Primary School has a nursery which forms part of the early years unit. We will admit 30 nursery children for Universal places and 30 for Extended places.

Each session will run from 9:00 am to 12:00 pm and 12:00 pm – 3: 00 pm

We are also able to offer places to children from their third birthday, however a charge will be made in line with our charging policy until the child is funded (term after their third birthday). If we are able to offer places for children who are not entitled to extended places then we will charge an hourly rate per session which will be set annually and will be broadly in line with the Bracknell Forest funding rate.

Applications will be processed as follows:

If the child is 3 on or between:	Applications to be made to nursery by:	Eligible for a nursery place at the start of the following term:
1 April and 31 August 2019	30 April 2019	Autumn Term (Sept) 2019
1 September and 31 Dec 19	30 September 2019	Spring Term (January) 2020
1 Jan and 31 March 2020	31 January 2020	Summer Term (April)2020

If the school receives the same number or less than the published number of available places for universal entitlement then they will admit more extended entitlement places up to their admission number. No places will be held back for children moving into the area or applying later.

If after the offers have been made and a place becomes available at the nursery it will be offered according to the published criteria and numbers available under each entitlement.

1. ADMISSIONS CRITERIA 30 PLACES FOR UNIVERSAL ENTITLEMENT

1.1 Where the school receives more applications than places available then children should be admitted in the following order:

- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);

- c) The first 30 places applications will be dated on return and a first come first served basis will follow, this will include if they require any top up paid sessions.
- d) A waiting list will follow once the 30 Universal places have been offered out.
- e) Other children by age order (admitting eldest first). If they have the same date of birth then priority would be given to the child that lives nearest school.

2. ADMISSIONS CRITERIA 30 PLACES FOR EXTENDED ENTITLEMENT

- 2.1 Where the school receives more applications for an extended entitlement place than those available then children should be admitted in the following order:
- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
 - b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
 - c) The first 30 Extended Entitlement places applications will be dated on return and a first come first served basis will follow, this will include if they require any top up paid sessions.
 - d) A waiting list will follow once the 30 Extended Entitlement places have been offered out.
 - e) Other children by age order (admitting eldest first). If they have the same date of birth then priority would be given to the child that lives nearest school.

Reception Classes

Admission to our nursery class does **not** guarantee admission to Owlsmoor Primary School reception class. Parents will be expected to apply for admission to the main school separately at the published time. Attendance in a nursery class will **not** be taken into account when the parent applies for entry to school. This is in accordance with Bracknell Forest's admission policy to Reception.