ST. MARY'S ISLAND

Church of England (Aided) Primary School

Admission Arrangements for St Mary's Island CE (Aided) Nursery

Signed: *Mrs S Prest*
Mrs S. Prest (Headteacher)

Signed: *Mr M Keeler*
Mr M. Keeler (Chair of Governors)

On behalf of the Governing Body

Anchored at the heart of the community, St Mary's Island is a vibrant Church of England Primary School aspiring for excellence in all areas.
Safe in the knowledge that we are anchored in God, our strong Christian ethos guides us to serve and support all who come to our school to flourish and live life in all its fullness.
We have this hope as an anchor for the soul, firm and secure. Hebrews 6:19.

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Statement of Intent

St Mary's Island CEA Nursery aims to provide a Nursery experience that:

- Ensures access and entitlement to the benefits of high-quality child-centred Nursery education on a fair and equitable basis.
- Establishes an admissions policy governed by clearly defined criteria that may be shared with parents and other professionals and in line with the school main's admission criteria.
- Has consistency of practice and procedure in admissions.
- Ensures, as far as possible, that all children who gain a place will fully benefit from Nursery education and so we will make the very best of our resources.

1. Introduction

This policy is based on guidance from Medway Council. It is important to understand however that because this is a non-statutory phase of education, admission to a school Nursery class is outside of the statutory framework for admissions.

Medway Council is not the admission's authority for nursery classes.

There is no Medway Council policy for nursery class admissions, and nursery classes are not encompassed by the Local Authority's Primary Admissions Policy.

There is no statutory framework for appeals against an admission decision.

The responsibility for agreeing and implementing an admission's policy for a school nursery class lies with the individual school.

2. Sessions available - Nursery

For the best nursery experience the maximum number of children per adult will be 13 for the Nursery teacher and Nursery Assistant Manager and 1:8 for other Nursery practitioners. The maximum number at any time will be 50.

We offer 30 full-time 30-hour spaces.

We offer 20 morning and 20 afternoon spaces.

Extra sessions are offered when available but may become unavailable.

There are 3 options available for the nursery:

1. We offer 15hr universal funded sessions to be taken across 5 mornings from 8.45am until 11.45am (September starters only) or 5 afternoons from 12.30pm until 3.30pm (January and Easter starters).

2. For children who are entitled to 30 hrs funding we can offer full time spaces from 8.45am until 3.30pm. (September starters only). A cost of £3 per day will be charged for the additional childcare at lunchtime. A hot meal can also be requested for a charge of £2.58 or your child bring in their own packed lunch.

3. For the 15hrs universal funded sessions which are taken across 5 mornings (September starters only) we offer the option to self-fund afternoons at a cost of £20 per afternoon. A hot meal can also be requested for a charge of £2.66 or your child bring in their own packed lunch.

Places are offered on the following criteria:

- Intakes will take place at the beginning of terms 1, 3 and 5. Children can start after they turn 3. Preference will be given to children who will be going to school the following September.
- Children in care of local authority (CLA).
- Up to a third of places will be offered to children who are on the electoral rolls of St Mark's Gillingham (which includes the ecumenical Church of St Mary's Island), and of St Luke's Gillingham, our Foundation churches, and then any other Anglican churches.
- Children who have an elder sibling currently attending St Mary's Island C of E Primary School in the September of the year of their admission.
- Children of teaching staff – the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- The position of the children's home address in relation to the school i.e. Island residents.

- Those not resident on the Island.

With part time applicants, parents will be asked for a preference. Places are offered based on availability and a preference cannot be guaranteed. If a preferred session is not available an alternative will be offered.

3. 'Expression of Interest' List

A list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

The list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents will be notified by the school office via telephone or email when a place becomes available.

Parents will be offered the opportunity to visit the Nursery, prior to submitting a completed application.

4. Nursery Intake

The Nursery class has a major intake in September. These will be children who are already 3 on 1st September.

Places will be allocated during the year, as they become available, providing that the child has already passed his/her third birthday.

Decisions will be made by Admissions in the school office, through discussion with the Headteacher if required.

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

Being offered a place does not guarantee first preference with regards to session options.

Decisions will be final and there is no right of appeal.

The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to the main school.

Reception applications are made through online admissions to Medway Local Authority.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and to ensure very good attendance.

5. Oversubscription criteria

The oversubscription criteria listed below is based upon the criteria used for determining admission to the primary school and is in priority order.

Places are offered on the following criteria:

- Children who will be starting Primary School the following September
- Children in care of local authority (CLA)
- Children who have an elder sibling currently attending St Mary's Island C of E Primary School in the September of the year of their admission.
- Children of teaching staff – the member of teaching staff has been employed at the school for two or more years at the time the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- The position of the children's home address in relation to the school i.e. Island residents.
- Those not resident on the Island.

With part time applicants' parents will be asked for a preference. Places are offered based on availability and a preference cannot be guaranteed. If a preferred session is not available an alternative will be offered.

The oversubscription criteria remain the same for casual admissions.

6. Appeals process

There is no statutory right of appeal against a decision with regard to admission to a Nursery class.

Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Headteacher.

7. Transition into Nursery

Children will be offered an opportunity to attend a stay-and-play session with their parents before taking up their place.

8. Attendance and loss of a Nursery place

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.

Where attendance is not good then the place may need to be reviewed if there is not sufficient reason for the absence.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

9. Transfer from Nursery to Reception

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records in agreement with parents to the school admitting the pupil as appropriate.

Children moving into the school Reception class will visit in small transition groups during the end of the summer term.

Children attending other schools will have all records passed onto the school as agreed with parents and staff at the new school will be offered opportunities to visit children in the Nursery.