**NURSERY ADMISSIONS**

 **POLICY**



**Tushingham with Grindley CE Primary School**

*Tushingham, Whitchurch, Cheshire. SY13 4QS*

**1 John 4:7 Let us love one another, for love is from God**

Learning together and worshipping together

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**Date**:  **January 2024**

**Review date**: **January 2025**

Executive Head Teacher: C Davies

Chair of Governors: J Davies

Tushingham CE Primary School operates a Foundation Unit which is a single class catering for Nursery and Reception children. It is staffed by a minimum of a qualified teacher and a level 3 early years teaching assistant. 26 children can be accommodated in any session, which includes up to 15 reception children (in accordance with the published admission number) and 11 nursery places. The nursery is open 8:50am-3:20pm, Monday to Friday, 38 weeks per year.

This policy outlines admissions to Nursery. Cheshire West and Chester LA process reception applications.

**Free entitlement to nursery provision**

Parents are able to access their child’s free 15 hour entitlement to nursery provision at either an individual setting or a combination of two settings. All 3 and 4 year olds are entitled to 15 hours of early year’s provision per week for 38 weeks of the year.

**Admission procedure**

Admissions are handled by Tushingham CE Primary School. Application forms can be obtained from the school office Tel: 01948 820360 Email: admin@tushingham.cheshire.sch.uk. Offers will be made from the Headteacher.

Applications for a September start should be submitted by 31st May. In the event of remaining places, late applications will be possible.

Children can be admitted into our nursery class in the term following their 3rd birthday or at any time beyond that. The child’s free 15 hours can be used to fund this.

It is possible that nursery places can be paid for in the term in which the child turns 3, following the child’s birthday. This is at the discretion of the Headteacher.

Places are usually offered for either all day Monday, all day Tuesday and Wednesday morning OR Wednesday afternoon, all day Thursday and all day Friday. However, extra hours, up to full time, can be offered where there is space to accommodate this. This is at the discretion of the Headteacher.

Once a child has been given a nursery place at Tushingham, this arrangement will remain in place until the child begins in reception (including extra hours).

Admission will be prioritised in the following order:

1. Children in need, as defined by the Children Act 1989. These children will either be referred to the School through Social Services or through a Health Authority.
2. Children for whom there are particular medical, social or special educational need reasons which, in the view of Cheshire West and Chester Borough Council, justifies admission to nursery education at the school.
3. Children whose exceptional personal/domestic circumstances justify admission to nursery education at the school. Applications for admission in these circumstances are made to the school by a parent/carer and are determined in the first instance by the Headteacher.
4. Children with a sibling in Tushingham Primary School at the start of the academic year in which the nursery age child is to start.
5. Other children living in the borough of Cheshire West and Chester. Children living closest to the school – measured by an ordnance survey address point system, straight line distance – will be given priority.
6. Children who live outside the borough of Cheshire West and Chester. Children living closest to the school – measured by an ordnance survey address point system, straight line distance – will be given priority.

Please note that length of time on a waiting list will not be taken into account.

In the event that the nursery is not full, places will be awarded on a first come first basis – applications received first will be considered first.

**Offers of Places**

Letters to families offering or unable to offer places will be sent out in June.

Families should confirm acceptance of the place as soon as possible by letter or e-mail, and in accordance with any deadline set out in the letter offering the place. If no reply is received by the date of the deadline then the place will be re-offered to the child at the top of the waiting list.

**Nursery provision**

In our Foundation Unit, nursery provision is as follows;

Option 1: All day Monday and Tuesday (8:50am to 3:20 pm) plus Wednesday morning (8:50am to 12noon) Nursery children attending the Wednesday morning session may stay for lunch and be collected at 1pm.

Option 2: Wednesday afternoon (12noon to 3:20pm) plus all day Thursday and Friday (8:50 am to 3:20pm)

Extra hours can be agreed at the discretion of the Headteacher.

**Admission to Reception**

Children are admitted into reception in the September following their 4th birthday. Our annual published admission number is set at 15. Admissions into reception are handled centrally by the Local Authority and parents can apply on-line at:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/reception-admissions> for Cheshire residents and this link for Shropshire residents. <https://next.shropshire.gov.uk/education-and-learning/school-admissions/apply-to-start-or-transfer-school/starting-infant-or-primary-school/#:~:text=Children%20can%20start%20school%20in,Applications%20should%20be%20made%20online> .

Please note that enrolment in Nursery does not give an automatic right for a child to move into reception at Tushingham. An application must be made – by 15th January - to the local authority (Cheshire West and Chester) for Nursery children who wish to join Tushingham reception.

**WE LOOK FORWARD TO WELCOMING YOU TO OUR EXCEPTIONAL NURSERY AND RECEPTION.**