

Muriel Green Nursery School And Day Care



Admissions Policy

Adopted by Governing Body: September 2017

Last Review: September 2017

Reviewed by: G. Williamson

Next Review: September 2018

Muriel Green Nursery School and Day Care
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Chair of Governors: Mrs Rebecca Blackstaffe



Muriel Green Nursery School and Day Care

Admissions Policy

Rationale

Muriel Green Nursery School aims to provide a fair and transparent admissions system.

Muriel Green Nursery School

Hertfordshire County Council has a duty to provide access to 15 hours of free early education for all three and four year olds in Hertfordshire, who wish to take up their entitlement. From September 2017 an additional 15 hours of free education and care has been available to children whose parents qualify.

Muriel Green Nursery School operates a single intake to the nursery in September, enabling children to take up their nursery place in the September following their third birthday. Subject to availability, children may be invited to attend the nursery sooner than this date in the term after their third birthday.

All children from the term after they are three are entitled to 15 hours of free early education for 38 weeks per year until they start full-time school. Muriel Green is able to offer 30 places to families eligible for 30 hours funded childcare. In addition Muriel Green is able to offer 60 15 hour places for all children from the term after they turn three. If you decide to accept a 15 hour place at Muriel Green then the hours should be accessed solely at Muriel Green.

A 15 hour place can be split equally over five mornings or five afternoons or by attending two full days and a half day. We offer Monday and Tuesday all day with Wednesday morning or Wednesday afternoon and Thursday and Friday all day. We reserve the right to change this offer, always check with the nursery for current availability.

When children are offered a place in the Nursery School parents are asked for their preference for a morning, afternoon or flexible place. There is no guarantee that parents will be offered the preferred place. Allocation of places is according to availability and at the discretion of the Headteacher. The following criteria are considered:

- The needs of the child
- The needs of working parents

There is no right of appeal for morning, afternoon or flexible places.

Applications should be made direct to the Nursery. A paper application is available from the office or please email for information.

In partnership with Local Nursery classes, Muriel Green will adhere to the following timeline when dealing with applications:

Fri 19th January 2018	Applications open
Mon 26th February 2018	Applications close
Mon 19th March 2018	Offers of places are sent out
Thurs 29th March 2018	Deadline for parents to accept places directly with the school

Criteria for Admissions to Muriel Green Nursery School

Parents must apply direct to the Nursery school for a place and places will be allocated following the school's criteria. Preference is given to children whom require 30 hour places.

- Rule 1 – **Children looked after** - Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).
- Rule 2 – **Medical or Social Needs** - Children for whom it can be demonstrated that they have a particular medical or social need to come to Muriel Green.
- Rule 3 – **Linked Provision** – Children attending Muriel Green day care will qualify under this rule.
- Rule 4 – **Siblings** - Children who have a sibling on the roll of Sunshine Room or day care at the time of application.
- Rule 5 – **Child's nearest school** - Children for whom it is their nearest nursery class. This measure will be obtained using google maps. The route with less miles will be used.

In the case of tiebreak admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 5 than there are places available, priority will be given to those who live nearest to the school.

Children in the Day Care will move into the Nursery Class for their free nursery education unless there are exceptional circumstances agreed by the Headteacher and Day Care Manager.

Oversubscription Criteria

Should the Nursery be oversubscribed the following criteria for admissions will apply in the following order of priority:

- Rule 1 - Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.
- Rule 2 - Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).
- Rule 3 - A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.
- Rule 4 - Children already attending Muriel Green.
- Other applicants where the following criteria are considered to determine priorities:
 - Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
 - Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age-range of the school. Note: the 'normal age range' is the designated range for which the school provides.
 - Any other children

In the case of tiebreak admission rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those children. If more children qualify under Rule 5 than there are places available, priority will be given to those who live nearest to the school.

Should the Nursery School be oversubscribed and a child not get a place funded / free places can be made available in the Day Care and suitable staffing will be put in place to accommodate this.

Admissions Procedures

- Parents are encouraged to contact the Nursery during the term previous to their child's third birthday.
- Prospective parents are welcome to visit the Nursery during a normal working day and receive relevant information.

- Parents will need to apply directly to the school and will be informed whether there is a place available in line with the agreed timeline available on the website.
- Places will be offered and parents invited to attend information sessions.
- Parents will be asked to complete admissions forms to confirm their child's place.
- Stay and play sessions, home visits and start dates will be established.

Waiting List

- When a parent or carer makes an enquiry to the School and there is not a place available, the school's waiting list procedure will be explained and the parent will be asked to complete a 'continuing interest' form. A place in the Day Care setting may also be offered subject to the availability of funded places.
- The waiting list is managed in accordance with the criteria set out above with priority given to children already at Muriel Green. The school may advise the parent of an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from them within twelve days the next person on the waiting list will be contacted and offered the place.
- The parent will then be asked to agree a start date and complete the forms.

Muriel Green Day Care

The Day care does not follow the above admission criteria when offering fee paying places. Places are offered subject to availability and where space isn't currently available a continuing interest form will be completed by the parent or carer. A waiting list is maintained and parents contacted if or when the space they require becomes available. Priority will be given to maximise occupancy. E.g. If 3 sessions are available priority will be given to a child requiring 3 sessions over a child requiring only 2. The decision will be made by the Headteacher and / or Day Care Manager. There is no right of appeal, the Day Care Manager is responsible for Day Care Admissions.

Fee paying Day Care is available for children from three months old to 4 years 11 months.

Children joining the Day Care will have a home visit, attend for settles with a parent and alone. Children doing funded sessions in the day care (e.g funded two year olds or children the term after their third birthday) will be offered these on a sessional basis i.e. three hours in the morning and three in the afternoon, Flexi 1 or Flexi 2. They may be wrapped with Day Care and this is to be arranged on an individual basis. Where there is a waiting list for funded / free places the admissions criteria will be the same as those for the Maintained Nursery School.

30 Hours of free / funded Education and Care

Muriel Green offers 30 hour funded places subject to availability and Parent eligibility. All children are entitled to the first fifteen hours and those whom meet the criteria may be eligible for 30 hours. Parents must check their eligibility online and provide the eligibility code to the Nursery at the earliest convenience. Please see appendix one for eligibility criteria. The additional fifteen hours will take place in Muriel Green Day Care, they will have set times and be term time only. Parents must prove their eligibility before a place can be reserved for the additional fifteen hours and the eligibility is reviewed termly. If a child falls out of eligibility during a term fees will become payable.

Please note funded/free hours do not include consumables e.g. meals, snacks, nappies, creams etc. A charge will be made to cover these costs.

Additional holiday care and wrap around days (fee paying) will also be available subject to availability.

Nursery School and Day Care

Children will be able to start at Muriel Green Nursery School or Day Care once the appropriate **paperwork is fully completed**, there have been visits to the nursery and in the large majority of instances a home

visit. It is the responsibility of parents to ensure that they give the nursery all information regarding allergies, medication and any special educational needs or disabilities.

Roles and Responsibilities of the Headteacher, Staff and Governors

The **Headteacher** will ensure that:

- Children are admitted in accordance with this policy
- The school's application form is compliant with the GDPR.
- Where places are available, children are admitted in accordance with the agreed priorities.
- There is good communication between the school and Day Care settings

All **staff** are expected to follow this policy when advising prospective parents and admitting children.

The **Governing Body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes as is appropriate.
- The admission arrangements are made available to parents and potential parents.
- An admissions register is kept up to date.

Any queries or concerns about admissions to the Nursery School or this policy should be discussed with Gemma Williamson, Headteacher, Muriel Green Nursery School:

Telephone 01727 891109/11 Email: admin@murielgreen.herts.sch.uk