



Cramlington Village Primary School Nursery Admissions Policy 2021 - 2022

“Empowering everyone to achieve”

Policy Title	Nursery Admissions Policy 2021 - 2022
Policies that interrelate	Admissions Policy 2021 - 2022
Legal and Statutory documents linked	The School Admissions Code and Admissions Law
Governor Committee responsibility	Education Committee
Date of last review	July 2020
Reviewer name and position	Angela Hall - Admin and Marketing Manager
Date of next review	June 2021
Date approved by Governors	13.10.2020
Audit file updated (date and name)	16.10.2020 Angela Hall, Admin and Marketing Manager

Nursery Admission Policy

Cramlington Village Primary School is an academy Trust and so it has its own admissions policies for Nursery and for full-time school. Our Governing Body is responsible for admissions.

We have agreed our admissions policy as outlined below.

We can currently offer Nursery places to 26 pupils, on a part-time basis. This means that 15 hours a week are available for funded nursery education at CVPS.

We will offer Nursery places in the following order during the academic year. If there are more applications than places available priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children who have exceptional circumstances, including special educational needs, social or medical reasons, where our Nursery is the named Early Years setting, will be given first priority.
3. If a child is allocated and takes up a place in the previous academic year (the year in which they are 3 years old) they will automatically be allocated a place for the year in which they are four years old.
4. Children who will have a sibling at the school in the term when they are due to start.
5. Children whose home address is within the admission zone of the school (the admission zone is within a radius of ten miles from the school).
6. Any other three or four year old who does not meet the above criteria.

Notes

- Within each criteria above, if there are more people applying than there are places available, we will offer the remaining places to the oldest children.
- We define brother or sister as follows.
 1. A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of people who are living at the same address as a family. (In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.)

2. We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional circumstances.
3. For twins, triplets and so on admissions policy as for reception places will apply. See Admissions Policy 2021 - 2022 for further information.
4. If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each individual case will be considered.

Please note that the allocation and acceptance of a place within our Nursery does not guarantee that a place will be offered for Reception. A separate admission application process applies to Reception admissions. Details can be obtained from the school or the Local Authority - Admissions Policy 2021 - 2022 provides further information

More detailed definitions about these criteria e.g. sibling, distance etc, can be found in the School's admissions policy at the start of this document.

Procedure

The school maintains a 'waiting list' for Nursery admission. Parents with parental responsibility can place their child's name on the list at any time. Places are allocated on a 'first come, first served' basis.

Once a place becomes available school will contact the person with parental responsibility, by phone, email and letter to offer a place. This will be subject to their eligibility for a funded place according to their age. Any flexibility available in the provision will be offered at this point. It will be down to the school's discretion to offer part time places to nursery children.

Those with parental responsibility are given two weeks to accept the offer. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

We do have a small number of 30 hour places available for eligible parents with a valid 30 hour code. Please contact the school office to discuss the availability of these places. If a place is available it can be applied for in the same way as a 15 hour place as described above.