

Reading Borough Council Nursery Admission Policy 2024-25

All children are eligible to claim a free part-time early years place starting from the term following their third birthday. Eligible children are entitled to claim up to 15 hours of free provision a week for a maximum of 38 weeks a year. The minimum age for admissions is three years. Routine admissions will be made in September, January and April.

If parents opt to send their child to a nursery class at a community primary school then the following policy covers the admission arrangements to these classes.

Admission Authority

Reading Borough Council is the admission authority for community schools and therefore sets the admission policies for these schools. Reading Borough Council delegates the responsibility of administering the admission process for Nursery classes to the governing bodies of these schools.

Admission Committee of the Governing Body

Each school year the Governing Body should establish a Committee, which has delegated powers to administer nursery admissions. The Governing Body should approve terms of Reference for the Committee annually. It is recommended that the Committee be made up of the following members:

- One Governor
- The Head Teacher
- A member of staff nominated by the Head Teacher

The Committee should meet termly to consider all applications for admission to the nursery, and to decide the allocation of places for the following term. For the purpose of the allocation process, records will be kept and the following information about each child supplied to the Committee:

- Child's name
- Address
- Date of birth
- Any information supplied by parents/carers or professionals relating to a request for priority consideration.

The School will ask to see a child's birth certificate or passport to verify name and date of birth.

As Nursery classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. However, if necessary, the Governing Body will establish a group of governors to consider any concerns expressed by parents regarding the allocation of places. If the Governors agree that a child should have been given a place then the child should be offered the next available place.

Attendance

Attendance will be for 5 sessions per week - the Nursery is currently only open in the afternoons.

Length of stay

Places are offered before the beginning of the term following the child's third birthday, providing a place is available. If there are no places available then a letter will be sent asking if you wish to remain on the waiting list. A place will not normally be allocated for one term only. If a child is absent for an extended period (ie. more than 4 weeks) without the approval of the Head teacher for holidays or long stays elsewhere, the place may be reallocated.

Applications for admission

Parents seeking a place for their children in the Nursery should complete the standard Reading Borough Council application form which is available from the school or the website.

Parents / carers may apply for a place in a Nursery class at any time. Places will not be allocated by length of time on the waiting list. Places will be offered according to the published admission criteria.

The Committee have agreed a timetable for receipt of application forms and notification to parents / carers:

Applications should be received no later than -

For the Autumn Term, September 2024 - Friday 10th May 2024

For the Spring Term, January 2025 - Friday 11th October 2024

For the Summer Term, April 2025 - Friday 24th January 2025

Parents/carers will be notified of the allocation of a place by -

For the Autumn Term, September 2024 - Monday 24th June 2024

For the Spring Term, January 2025 - Monday 11th November 2024

For the Summer Term, April 2025 - Monday 17th March 2025

Late Applications

Late applications will be considered after all those received on time have been dealt with, unless a parent / carer can demonstrate good reason why their

application was not submitted on time, e.g. when a single parent has been ill or a family has just moved into the area or returned from abroad.

Over-Subscription Criteria

When the number of applications for admission for each term exceeds the number of places available the following criteria will apply in order -

1. Looked after Children in the care of a Local Authority or Children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after they had been looked after. Provided appropriate evidence is submitted.
2. Children with exceptional medical, educational or social needs supported by written evidence from an appropriate professional.
3. Children, starting with the oldest, whose home address is within the designated area of the nursery class where one exists.
4. Children who have a sibling(s) who will be in attendance in the nursery/school at the time of admission.
5. Oldest child by date of birth

NB. In any case where two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the oldest child by date of birth.

Children with a statement of special educational needs or EHC Plan that names the school will be allocated a place above all other applicants.

Parents will be informed in writing if it is not possible to offer a place in the nursery class.

Deferring the Place

If parents / carers do not wish to take up the place offered for that term they cannot hold that place for their child until a later term. They will need to re-apply for admission for the following term.

Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list and places will be allocated from that list if places become available during the term. The waiting list must be ranked according to the oversubscription criteria which may change if late applications are added.

Admission to the School

There is no automatic admission into the main school from nursery. At the appropriate time parents / carers will need to complete a Reading Borough Council application form and places in the school will be allocated according to the published co-ordinated admission arrangements. The over-subscription criteria do not give any priority to children attending the nursery. Schools are not permitted to give priority to nursery class pupils who hope to attend that school at a later date.

Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. Some children are in care and looked after by the local authority, which acts as parents.

Siblings

Siblings are children who have either the same mother or father, or they are children who live together in a family unit and with their parent(s)/carer(s). Siblings must live at the same address as the child for whom the applicant has parental responsibility.

Home Address

The home address is the permanent address of the parents / carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of their time, even if he or she lives at a different address for some days of the week. The school reserves the right to request documentary proof of address and/or to take reasonable steps to verify residence at the address provided.

Children in Care

This is a child who is in the care of a local authority or provided with accommodation by that authority; or in an arrangement supported by the local authority

Multiple Births

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents/carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.