



**Heather Garth**  
**Primary Academy**  
Stars Aiming High

# Admission into Foundation Stage One

**Policy Review Details**

This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.

**This policy will be reviewed by the Board of Governors on an annual basis**

**Date of Issue: July 2019**

**Chair of Governors Signature**

**Headteacher Signature**

**Date of next review: July 2020**

## **Admissions for Foundation Stage One**

### **1. AIMS**

## Admissions for Foundation Stage One

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, 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.
- To provide high quality child centred nursery education to children and families in our local community.

### 2. NURSERY SESSION OPTIONS

Heather Garth Primary Academy currently has 26 funded full-time places available. We offer **fixed** 30 hour funded places (9.00am – 3.00pm) and **fixed** 15 hour funded places (8.30am – 11.30am or 12.00pm – 3.00pm).

### 3. CRITERIA FOR ADMISSION TO THE NURSERY

The Governors of the school will offer children a place in the FOUNDATION STAGE ONE. Places will be allocated according to the criteria in the following order of priority. Children are allocated places the term during their third birthday and their sessions will commence the term after they are three.

- 1 Children who have an elder sibling currently attending Heather Garth Primary School in the September of the year of their admission.
- 2 Date of birth order, the eldest being first.

Within the above criteria, each application is always considered very carefully on its individual needs.

All applicants will be required to complete an application form and hand in to the school office.

With the application forms parents are required to provide proof of the child's date of birth and home address. Evidence may be submitted in the form of the child's short form birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move home, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.

All applicants will receive a telephone call followed by a letter of confirmation informing them of a Foundation Stage place.

**The closing date for admissions** will be:

Autumn Term – 1<sup>st</sup> May

Spring Term – 1<sup>st</sup> October

Summer Term – 1<sup>st</sup> February

If the application is received after this date the child will be entered onto the waiting list, but they will not be considered for admission the following term.

### 4. NURSERY INTAKE

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The Nursery Class has an intake in September, January and April if places are available. Children are allocated places the term during their third birthday and their sessions will commence the term after they are three.

Any spare places will be allocated during the year, as they become available, providing that the child is three.

### 5. DECISIONS ON PLACES

- Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.
- 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 a place in FOUNDATION STAGE TWO.
- Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

### 6. HOME VISITS

These will be made by the Family Engagement Team before the child takes up their place.

### 7. LEAVERS DURING THE YEAR

If a child is withdrawn by their parents from nursery during the school year, we request that parents give as much notice as possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place.

### 8. ATTENDANCE & LOSS OF NURSERY PLACE

- We offer **fixed** 30 or 15 hour places. If your child does not attend all the sessions allocated on a regular basis, then their place will be withdrawn, due to funding issues.
- If attendance and/or 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 due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- If after a period of two weeks, attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.
- If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- 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

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decided by the Admission committee, and a letter explaining the situation will be sent to the parents.

### **9. TRANSFER FROM NURSERY INTO SCHOOL**

- All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct BMBC Admissions Procedure.
- The FOUNDATION STAGE ONE will liaise closely with colleagues in FOUNDATION STAGE TWO to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.