



# **Whitley Abbey Primary School**

## **Nursery Admissions Policy**

**Approved by  
Governors**

**Date: February 2024**

**Last reviewed on:**

**Next review due by:      February 2025**

# Whitley Vision and Values

## Aims and Values

We aim...

- For everyone to be valued, safe and happy.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children.
- To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.
- To nurture the mental and physical wellbeing of everyone through our character values of; kindness, honesty, friendship, courage, resilience, and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.

## *Hand in Hand we Learn*

## Core Learning Values

A core learning value is a central belief clearly understood and shared by every member of the school community. We believe in commitment, opportunity, respect and excellence.

By **commitment** we mean that everyone

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level
- keeps the school rules

By **opportunity** we mean that everyone

- develops confidence through participation
- volunteers in a variety of school situations
- considers their own strengths
- pursues individual interests in a manner which broadens horizons

By **respect** we mean that everyone

- values all members of the school community
- displays good manners at all times
- displays tolerance of others with different points of view and beliefs
- shows respect for the school buildings, facilities and surrounding environment

By **excellence** we mean that everyone

- is proud of personal achievement
- produces work of the highest quality
- sets high standards and personal goals for improvement
- makes best use of talents, time and resources

# **Whitley Abbey Primary School**

## **Admissions Policy**

### **General Information**

The location of nursery provision in Coventry has been determined according to a number of key factors, including social need, population of birth to five and geographic accessibility. The area from which our admissions are drawn should ideally in the first instance reflect the catchment area of the school. However not all primary schools have an attached nursery and therefore those that do have a nursery are expected to serve the wider community in which they are based. When children join our nursery it is important that parents/carers are aware of the differences between the designated area of the nursery and the catchment area of the primary school.

### **Aims**

- To give children and parents as much information about Whitley Abbey Primary School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

### **Procedures**

At Whitley Abbey Primary School children normally start nursery the term after their third birthday (born between 1<sup>st</sup> April and 31<sup>st</sup> August start Autumn Term, born between 1<sup>st</sup> September and 31<sup>st</sup> December start Spring Term and born between 1<sup>st</sup> January and 31<sup>st</sup> March start Summer Term).

Places will be offered to children after their eligible term start date pending availability of places.

Applications/Expressions of Interest can be made at any time before the child reaches eligibility for nursery funding or any time after their third birthday during their eligibility period.

Currently Whitley Abbey Primary carry out a termly intake of pupils (1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> September, Spring, Summer and Autumn terms) pending availability of spaces. Details will be held on a central file at school and parents/carers will be contacted prior to the term that their child is eligible to start a funded nursery place. Applications that are unsuccessful due to oversubscription will also be advised of this and their names placed on a waiting list until a suitable place becomes available. All information held will be treated as confidential and in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018.

Whitley Abbey Primary offer part-time places to children, ie 15 hours per week, either 8.40am-11.40am or 12.40pm-3.40pm Monday to Friday. We also offer a small number of 30 hour places where parents are entitled to the extended funding due to personal circumstances. Thirty hour places are reviewed annually and are not guaranteed to be offered every academic year.

Where 30 hour places are offered this would provide nursery sessions from 8.40am to 2.40pm, Monday to Friday. Pupils can then be collected at 2.40pm at the end of their six-hour provision or Whitley Abbey Primary offer an extension to the 30 hours whereby a child can remain at nursery until the end of the afternoon session at 3.40pm for which there is a small fee, currently set at £5 per session (£25 per week).

Nursery has 24 places both in the morning and the afternoon.

Whitley Abbey Primary will also provide nursery places that are chargeable where spaces in the provision allows for this. This could be in the form of a child eligible for 15 hours funded attending full days and paying for their second session/additional hours.

Whitley Abbey Primary will endeavour to be flexible in places that can be offered. The ideal is that pupils attend 15 hours per week over five days, however where there is a need, and if places are available, the school will be flexible in accommodating requests. For example, 15 hours over 2 days etc

Whitley Abbey Primary will consider, where spaces are available offering places to children as soon as they reach the age of 3. These places are offered on a chargeable basis until the child's funding begins the term after their 3<sup>rd</sup> birthday.

Currently Whitley Abbey Primary School charge £15 per session (AM or PM) where funding is not received for the child and £5 per session for the extended day (where a child does a full day their finish time is 2.40pm, however a child can remain in Nursery until the end of the afternoon session (the extended day)

### **Nursery Education Entitlement**

Children are entitled to 15 or 30 funded hours per week (30 hours based on specific criteria and eligibility) the term after their third birthday.

A child may only have a place at one Local Authority nursery. Where a child also attends a private or voluntary sector setting, parents/carers should be made aware that the child is not eligible for Nursery education funding in that setting if they take up their full entitlement in the school nursery.

However, a parent/carer may choose for their child to receive their entitlement by attending two settings. One setting providing Universal Entitlement with the second setting providing the extended entitlement.

Parents/Carers wishing to split their entitlement over two settings must be given equal consideration as those applying for a place at the school nursery only.

### **Allocation of Nursery Places**

Where there are more applications for a place in nursery than the admission limit places will be offered based on the date an application was received by the school.

### **Attendance Criteria**

Pupils who are offered a Nursery place are expected to attend all sessions offered. Attendance of nursery pupils is monitored in the same way pupils are monitored in years Reception to Year 6. Failure to attend regularly could risk removal of that place and it being offered to a child on the waiting list (where parents have requested a nursery place but due to none being available are waiting until a place becomes available).

Any absence of a nursery pupil, for whatever reason, must be reported to the school office on the morning of the day of absence. Should a child be absent from nursery and we have not been contacted our Pastoral team or the office will make contact with parents to establish the reason for absence as we have a duty of care for all our pupils.

### **Wraparound for Nursery Pupils**

Our wraparound provision 'Abbey Oaks' is available to nursery pupils. Sessions are available both before and after morning and afternoon Nursery and are charged at our current Nursery wraparound rates. For more information, please see our Wraparound Policy booklet for Parents.