



# Ponteland Community Primary School

## Nursery Admissions Policy

### Mission statement

The essence of PCPS is to be the best we can so that your child receives outstanding provision.

The Foundation Stage is part of the Government's current designated provision for 2 – 5 year olds also known as the Early Years Foundation Stage (EYFS). This is divided into:

- i) Nursery (also known as Foundation 1)
- ii) Reception (also known as Foundation 2)

**This admission policy relates to Nursery (Foundation 1) only.**

### Principles

The principles of this policy are to:

- facilitate access to appropriate Nursery provision in a fair and equitable manner.
- promote social inclusion by welcoming all members of the community regardless of their faith or none, gender, disability or ethnic origin.
- value diversity and the contribution that each individual and every group make to the school and the wider community.
- offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the national curriculum.

### Ethos Statement

PCPS Nursery seeks to provide a strong educational foundation which matches the needs of its children in a safe, stimulating and educationally rich environment.

### Admission Information

It is our policy to admit children to Nursery after their **second birthday**.

Children usually spend between three and five terms in Nursery depending on their date of birth.

Expected 15-hour attendance will be for 5 sessions per week – **either every morning, every afternoon, 2.5 days at the start of the week or 2.5 days at the end of the week** allocated as agreed with parents. Morning session 8.45-11.45am; Afternoon session 12.15-3.15pm. A full day is 8.45am-3.15pm, and has an additional payment of £2.30 for school lunch (direct payment to school Grid) plus £3.00 for lunchtime supervision (11.45-12.15pm).

Children whose parents are wishing to take up the 30-hour provision will have access to all 10 sessions. You will have to pay additionally meals.

Admissions are ideally made once every half term until spaces are filled, after which children are placed on the waiting list in birth date order.

Places and sessions are allocated by date of birth, oldest first, not by length of time on the list.

Places will be offered according to the published admission criteria.

### Registration and procedure for admission to Nursery

1. Parents/carers may apply for a Nursery place at any time after the child's 2<sup>nd</sup> birthday. This application is not a guarantee of a place.
2. Parents must complete a Registration for Admission to Nursery Form available from the school office and show a birth certificate or passport to confirm the child's date of birth and identity.
3. Notification of a Nursery place will be made via letter and then followed up by an admissions pack in the post which includes the registration form.



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4. Parents/carers must return the Nursery Place Acceptance to the school office.
5. After the office has received this Nursery Place Acceptance, Early Years staff may arrange a home visit.
6. Children are then invited to our Nursery with a parent/carer for an introduction session, and children begin attending nursery on the agreed days. This can differ from child to child. Children can access their entitlement of hours in full from day two, however Early Years staff work flexibly with parents meeting the needs of the child and how well they settle.

### Guidance Note

The admission dates are a general guide.

In certain circumstances admission dates will be arranged at the discretion of the Headteacher.

### Waiting List

Where it is not possible to offer a child a place, they can be placed or remain on the waiting list. Places are then allocated from that list if, and when, one becomes available. The waiting list will be in date of birth order, with oldest first. When a place becomes available the 'oldest' child on the waiting list will be offered that place.

### Number of Places

Each session will have 30 allocated places. 15 for 30-hour provision, 15 for morning/afternoon children and 30 for the children who are 2.5 days. No more than 30 children will be in any one session.

### Extra Sessions

When there is less than 30 children in a session parents can purchase top up sessions for £10 per session. These are subject to availability and must be booked, and paid for, by 3.15pm the day before the session. Sessions can be cancelled but this must happen by 3.15pm the day before. If there has not been any cancellation the session will still be charged for. Extra sessions can be booked up to half termly.

Aged three in term three (Summer 1 and Summer 2)	Start in September each year.
Aged three in half term one (Autumn 1)	Start in October each year.
Aged three in half term two (Autumn 2)	Start in January each year.
Aged three in half term three (Spring 1)	Start in February each year.
Aged three in half term four (Spring 2)	Start in April each year.

The half term or term end holiday is included in the previous half term, for example if a child has a birthday which falls in October half term, they will be included in the Autumn 1 group.

### Appeals

There is no statutory right of appeal for a Nursery place, and any complaints should be addressed to the Headteacher, via the school office.

For further information please contact:

Ponteland Community Primary School  
Callerton Lane  
Ponteland  
NE20 9EY

01661 824853

[admin@ponteland.academy](mailto:admin@ponteland.academy)



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### REGISTRATION FOR ADMISSION TO NURSERY

To be completed by, or with the parent/person with parental responsibility. Please supply your child's birth certificate, a copy of which is taken for school records, before registration can be completed.

Child's name:		Date of birth:
Girl/boy:	Ethnicity:	Religion:
Name of parent/person with parental responsibility:		
Address:		
Main contact number:		Alternative contact number:
Name of second parent/person with parental responsibility:		
Address:		
Main contact number:		Alternative contact number:
Name of child's doctor:		Name of child's health visitor:
To which primary school do you intend to register your child for admission to reception in the September after their 4 <sup>th</sup> birthday?		
Previous childcare provision or name of close relative involved in childcare?		

The following information will be treated as strictly confidential. Please complete the form as fully as possible. It will help us to ensure that your child's entry into education is as trouble free as possible.

- Has your child had any child care apart from you or close relative? Yes No
- Has your child any health problems that you are aware of? Yes No
- Does your child have any special educational needs that you are aware of? Yes No
- Has your child had any involvement with health, social services or support agencies? Yes No
- Does your child have any brothers or sisters in this School? Yes No
- What days and hours will your child attend? Morning session 8.45-11.45am; Afternoon session 12.15-3.15pm.
- Supervised lunch 11.45-12.15pm.

Mon 8.45- 11.45	Mon 12.15- 3.15	Tues 8.45- 11.45	Tues 12.15- 3.15	Wed 8.45- 11.45	Wed 12.15- 3.15	Thurs 8.45- 11.45	Thurs 12.15- 3.15	Fri 8.45- 11.45	Fri 12.15- 3.15	Total hours	Total lunches 11.45-12.15

- When do you want your child to start at PCPS?

Please tell us anything else you feel may help us to plan for your child's admission to nursery

Signature \_\_\_\_\_ Parent/person with parental responsibility Date: \_\_\_\_\_

**This form will be returned to you to confirm your child's place, days and hours.**