



<b>Date policy approved:</b>	14/06/2017
<b>Approved by Head Teacher (signature):</b>	C G Kiely
<b>Approved by Chair of Governors:</b>	
<b>Date to be reviewed date:</b>	31/03/2018

### **Admission numbers 2017/18:**

Willenhall Community Primary School has the following places available in its nursery setting.

Total of 68 places, comprised of the following:

24 morning places (8:45 – 11:45am)

28 afternoon places (12:30 – 3:30pm)

8 all-day places (8:45 – 11:45am plus 12:30 – 3:30pm)\*

\*These are subject to eligibility criteria defined by the government. Parents will apply online and will be given a unique code, more information can be found by visiting <https://childcare-support.tax.service.gov.uk>.

In the event that the all-day places are not filled, the school reserves the right to offer additional morning and afternoon sessions in their place up to a total of 34 morning and 34 afternoon sessions.

### **Admission Criteria**

#### **15-hour funding**

All children aged 3 and 4 are eligible for 15-hours funded of childcare per week during term time, their eligibility commences from start of the term after their 3<sup>rd</sup> birthday (see below):

- Children who are 3 before 31<sup>st</sup> August will be admitted in the Autumn term (September)
- Children who are 3 before 31<sup>st</sup> December will be admitted in the Spring term (January)
- Children who are 3 before 31<sup>st</sup> March will be admitted in the Summer term (April)

#### **30-hour funding**

From September 2017, children whose parents meet the government's eligibility criteria will be entitled to an additional 15-hours of funded childcare per week during term time (a total of 30-hours).

If you require your child to remain in school during the lunchtime break (11:45am – 12:30pm) you will be required to send your child with a packed lunch from home or pay for a school meal at a charge of £2.00 per day. Parents will also be required to pay the cost of childcare during the lunchtime at a charge of £3.75 per day.



## **Rising 3's**

If the school's nursery is undersubscribed we may offer places to children as soon as they become three years old (rather than at the start of the term after their birthday).

This provision will be free of charge to you if your child is eligible to receive 2-year old funding. For more information regarding the eligibility criteria please visit:

[http://www.coventry.gov.uk/info/39/nurseries\\_and\\_childcare/2054/free\\_early\\_education\\_and\\_childcare\\_for\\_2\\_3\\_and\\_4\\_year\\_olds/2](http://www.coventry.gov.uk/info/39/nurseries_and_childcare/2054/free_early_education_and_childcare_for_2_3_and_4_year_olds/2)

If your child is not eligible for the 2-year old funding we may offer your child a place which you will be required to pay for.

## **Oversubscription Criteria:**

If the number of applications is less than the admission number then all applicants will be offered a place.

If there are more applications for the nursery than there are places available within the school's nursery admission number, places will be allocated in accordance with the following criteria and in the order shown below.

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order.
2. Children on the waiting list from the previous term who have a brother or sister attending the school and live within the school catchment area.
3. Children on the waiting list from the previous term who live within the school catchment area.
4. Children by reference to the date that their application was received in school (oldest applications first), who have a brother or sister attending the school and live within the school catchment area.
5. Children by reference to the date that their application was received in school (oldest applications first) who live within the school catchment area.
6. Children by reference to the date that their application was received in school.

(Please note: the school catchment area is defined by Coventry City Council, more details can be found at <http://www.coventry.gov.uk/schooladmissions> )

## **Brothers and Sisters**

The school sees the benefit of children from the same family attending the same school and gives priority to brother and/or sister connections in its policy of allocation places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters, living at the same permanent address. However, if our nursery is oversubscribed no guarantee can be given that places will be available for brothers and sisters.



## Offering Places

### Autumn Term Admission

For Autumn Term admissions the school will notify parents by letter if their child has been offered a place in the nursery class. For this reason it is important that you ensure that you notify the school of any change of address or contact details following the submission of your application.

Offer letters or phone calls will take place during the Summer Term, during April or May, (if a letter is sent, parents will be required to return a slip to the school to accept or decline the place). Failure to accept the offered place by the date stated on the letter will result in your child's place being offered to someone on the waiting list.

### Spring and Summer Term Admission

Offers for children to take up a place in the Spring or Summer Terms may be handled by telephone if numbers are low.

Parents will be required to provide the original copy of the child's birth certificate so the school can confirm their date of birth.

### Applying for a Primary School Place

Parents of children attending the nursery setting at Willenhall Community Primary School will also need to complete an application form in order to request a place at their preferred Primary School for the September after their child turns four. Primary School admissions are managed by Coventry City Council following different admission criteria. Applications must be made online via [www.coventry.gov.uk](http://www.coventry.gov.uk).

**There is no guarantee that a pupil who is admitted to Willenhall Community Primary School's nursery class will be offered a reception place at the same school.**