



Emmaville Primary School

Crawcrook, Ryton

Tyne & Wear

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Head: Avril E. Armstrong

Admission Policy for Nursery Children

Emmaville Primary School

"Together we grow."

When will my child start at nursery?

Emmaville Primary School has a three intake policy for nursery admissions, depending on demand for places in September:

The September 2019 intake is for children born between 1st September 2015 and August 31st 2016.

The January 2020 intake is for children born between 1st September 2016 and 31st December 2016.

The April 2020 intake is for children born between 1st January 2017 and 31st March 2017.

Free Nursery Entitlement for three and four year olds

Information about the entitlement

Currently all families with a three or four year old are eligible for the universal offer of free early education of up to 15 hours a week term time or a total of 570 hours taken throughout the year.

Some children are also eligible for an extended entitlement which is up to 30 hours a week term time or a total of 1140 hours taken throughout the year. However eligibility criteria applies:

- Parents earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 per week for each parent over 25 years of age or £112.80 a week for each parent between 21 and 24 years old.
- In a two parent family BOTH parents must be working a minimum of 16 hours.
- This applies whether you are in paid employment, self-employed or on a zero hour's contract.
- Where one or both parents are on maternity, paternity, adoption leave or statutory sick leave.

You can use the Government 'Childcare Choices' website to check your eligibility and to apply for a 30 hour code. We will require this code before we can confirm that we can offer your child a place.

Patterns of Provision

If your child is only entitled to 15 hours provision we offer the following patterns:

- Mornings only Monday to Friday 9am until 12pm
- Afternoons only Monday to Friday 12pm until 3pm
- Two and a half days; either Monday, Tuesday 9am until 3pm and Wednesday morning or Wednesday afternoon, Thursday and Friday 9am until 3pm.

If your child is entitled to 30 hour provision we offer Monday to Friday 9am until 3pm.

You must state on your application form which sessions you require.

For children starting a session at 12pm or staying for a full day a packed lunch will need to be provided.

Should parents wish to use the school's breakfast and after school then they can do so at a cost.

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class no earlier than the start of term after their third birthday i.e. at the start of term in September 2019, January 2020 or after the Easter break 2020 of the 2019/20 academic year.

However we may need to delay your child's start beyond the relevant term in circumstances where, in agreement with the parent or carer, we can enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with the Head Teacher.

Oversubscription Criteria

If there are not enough places available for all applicants we will apply the following criteria which are ranked in **priority order**:

- Children who will become four years of age during the 2019/20 academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who are looked after- Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 at the time of application to a school.
- Children who live in the school's catchment area.
- Children who live in Gateshead and who will have a brother or sister at the school.
- Children who have exceptional medical or social grounds.
- Other children who live in Gateshead.
- Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.

Tie Breaker

If within any of the above priorities there are more applicants than places available then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Allocation of places

Parents / carers are asked to indicate the pattern of attendance that they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated:

- In order of age, starting first with the oldest child until all places in that pattern of attendance are filled.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Early Years Foundation Stage Coordinator from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Important Dates

Closing Date

To apply for a place in our nursery class for September 2019 or subsequent terms in the 2019/20 academic year, you must complete and return your application form to the Early Years coordinator of Emmaville Primary School by **Monday 4th February 2019**.

You will be informed if your child has a place for the 2019 / 20 academic year in writing by Monday 4th March 2019.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Governing Body using their normal complaints procedure which can be found on the school website.

Important

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There are different admission criteria that apply for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school (even if your child attends the school nursery).

Application Form
Admission to Emmaville Primary School Nursery Class
Closing Date for Applications: Monday 4th February 2019

Your Child's Details

Name: _____ Date of Birth: _____

Gender: Male ☐ Female ☐

Parental Address _____

Post Code: _____

Is your child in public care, i.e. looked after by a council? Yes ☐ No ☐

If yes, which council looks after your child? _____

Name of Social Worker _____

Does your child have a statement of special educational need? Yes ☐ No ☐

Is English your child's home language? Yes ☐ No ☐

If no, what is your child's home language? _____

Does your child attend another setting Nursery? If so, please can you state where they attend? This is so we can visit your child in their settings prior to inductions at Emmaville Primary School

Your Details

Title: for example Mr/Mrs/Miss/Ms

Name: _____

What is your relationship to the child?

Parent

☐

Legal Guardian

☐

Foster Carer

☐

Social Worker

☐

Home Phone:

Mobile Phone:

Work Phone:

Signature

I confirm that the information I have given on this form is correct to the best of my knowledge. I understand that if I have given you false information you may withdraw the nursery place you have offered me.

Your full name (Print) Mr/Mrs/Miss/Ms

Parent/Guardian Signature _____ Date:

Important

Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There are different admission criteria that apply for admission to infant and primary school entry. You must apply again in the September before your child's 4th birthday for admission to an infant or primary school (even if your child attends the school nursery).