

# Halfway Nursery Infant School



## Nursery Admissions Policy

Date Policy Written / <b>Updated:</b>	November 2023
Date Policy accepted:	
Date of Next Review:	November 2024
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# HALFWAY NURSERY INFANT SCHOOL

## NURSERY ADMISSIONS POLICY

### Introduction

This policy should be used to determine admissions to the nursery. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria:

- A child can be considered for a place in a nursery class from the term after the child's 3<sup>rd</sup> birthday. This will normally be for between three to five terms prior to entry into mainstream school.
- Halfway Nursery has 78 part-time places and operates two sessions of 3 hours each day. This means that 39 children can attend in the morning, and 39 can attend in the afternoon.
- Children can attend for mornings, afternoons or full days. We offer extended 30 hours Free Early Learning (FEL), subject to eligibility. Information on the number of 30 hours places available will be conveyed to parents/carers each September. If you would like your child to come to this nursery, you must complete an application form and send or bring it to this school as soon as possible. The application form can be downloaded from the school's website [www.halfwaynurseryinfantschool.org](http://www.halfwaynurseryinfantschool.org). Parents may indicate a preference for a particular session, but the school can not guarantee or reserve places.
- We also offer paid places for 3 year olds in the term before their official admission.

If there are more applicants than places available, the following over-subscription criteria confirm the priorities for admissions into Halfway Nursery. These criteria are in line with the Sheffield Education Authority Policy for admissions.

### Oversubscription Criteria

- **Children with Special Educational Needs (SEN)** – any child that has a statement for SEN that names a specific provider must be offered a place there.
- **Pupils in Public Care (Looked After Children)** who:
  - ❖ are looked after at the time an application for a school is made;
  - ❖ will be looked after at the time when the child is admitted to school.

The City Council has a statutory duty to prioritise admission for children in Public Care.

- **Date of birth priority with oldest children admitted first.** This will mean that all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.
- **Children with a sibling at the provider -** any child who has a sibling at the same provider, as this will ease pick up and drop off arrangements for parents/carers.
- **Earliest date of application.** If all other factors are equal then the earliest application will receive priority.

### **Other information**

#### Applying for a place in school

Admission for a reception class will be in accordance with the Local Authority Admissions Policy for community and controlled infant and primary schools.

Admission to a nursery unit/school does not constitute any right of entry to the nearest local school, and places will be allocated according to Sheffield City Council's admissions policy.

Parents have the right not to send their children to school until the beginning of the term following their fifth birthday. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes i.e. the September of the school year concerned.

The school will display notices when it is time to apply for a place for their child. The application process takes place through the Local Authority Pupil Admissions Section. Applications can be made online. Contact details are given below:

Tel: 0114 273 5766

Online applications: [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

#### Appeals

Parents who wish to appeal against the Governors' decision not to offer a place to their child must do so by writing to the Local Education Authority Appeals Committee. The Appeals Committee will consider the appeal and notify parents of its decision within 14 days.

Pupil Admission contact details are:

Pupil Admissions Team  
3<sup>rd</sup> Floor  
Howden House

Union Street  
Sheffield  
S1 2SH

Tel: 0114 273 5766

Fax: 0114 273 4155

### **Monitoring and Review**

The headteacher, with the support of the Governing Body, will ensure this policy is implemented consistently throughout the school.