

Reading Early Years School (REYS) Admissions Policy



Signed by:

Chair of Governors: Caroline Wharton

Executive Head teacher: Joanne Budge

Date: February 2021

Next Review: February 2023

REYS Admission Policy

Vision

Our vision is to provide holistic, high quality learning in a safe, fun and stimulating environment, in which all children are challenged to make progress and achieve their full potential. After offering your child a place we will arrange a home visit to get to know you and your child.

Registration for admission to the maintained schools (not day-care)

Parents (includes prime carers) may place their children's name on the waiting list following the child's second birthday for a 3 year place and the term before their child turns 2 for a funded 2 year old space. Parents are encouraged to visit the Nursery when they register so that they can familiarise themselves with the Nursery and can ask questions. (Blagdon only)

New Bridge and Caversham parents are encouraged to visit the nursery for a show round at the specified time before they register their child.

Registrations can be made for Day-care at Caversham at any time.

At registration the following information is required:

- Name of child
- Date of birth - proof of birth date has to be provided e.g. birth certificate or passport and a copy is retained in the School -
- Address (proof of address with post- code E.g. utility bill)
- Name of parents and first contact in case of emergency
- Telephone numbers of all contacts
- Ethnic origin and languages spoken at home
- Whether child has attended any previous settings.
- Medical and SEN information

Admissions Criteria

1. Child protection including Looked After Children
2. Children with an Education, Health Care plan,
3. Referrals from other agencies - including medical, health visitor or education
4. Children who have a parent working within the federation
5. Children of armed forces
6. Children who have siblings in nursery
7. Children who live within the defined catchment area
8. Time on the waiting list
9. Date of birth order
10. Living out of catchment but parents working within the catchment
11. Transfer from another nursery
12. Any other children

In a tie-break situation we would use a child's date of birth and admit the oldest child. Children will be held on a waiting list if a place is not available.

Caversham: Places within the day-care will be allocated by the Head of School based on the needs of the family.

Within the maintained nursery schools in the majority of cases, places will be offered for a minimum of 3 terms, unless transferring from another area or local authority where they attended a local authority nursery school or class.

The majority of children are admitted in September after their 3rd birthday. Some children are also admitted at the start of terms 3 and 5, and a few places may be offered at the beginning of terms 2, 4 and 6 subject to availability.

Places are offered usually between four and six weeks prior to admission.

Children who have accepted a place at another Reading Local Authority nursery school or class in the area will not be considered for transfer, unless there are exceptional circumstances. Discussions with the other school will take place before a decision is made.

Admission to N2 children closes in January each year and children will only be admitted at the discretion of the Executive Head.

Part-time and 30 hour places

Please see each individual school for timings for part-time and 30 hour places. Parental choice is met as far as possible.

2 year funded children

Eligible children will be offered a place in Blagdon and Caversham using the admissions criteria. Children attending our 2 year provisions will automatically transfer to the 3 year provision the term after their third birthday. If no space is available they will stay in the 2 year provision until a space becomes available.

Holding places in the Nursery School

Places will not be held for unauthorised or authorised absences for extended periods greater than one month, and 2 weeks for children who are in receipt of 2yr funding except in exceptional circumstances. Parents are asked to contact the Head of school to discuss individual circumstances.

Offering and accepting places

Parents/Carers will be asked to indicate whether they intend to accept or decline the place as soon as it is reasonable practical. If parents/carers do not wish to accept the place they should indicate the reason and whether they wish their child to remain on the waiting list for an alternate place should one become available or to be removed from the waiting list.

Caversham only: When a space becomes available in any room children will be offered places in date of registration (external children) or birth order (children moving within the nursery). Once a place is offered parents are sent an offer letter/contract which they are asked to sign and return (with a deposit of one week's fees if non - funded or using extended services) within 5 working days to secure the place. When this has been received parents will be offered a home visit date.

We will require the following documentation prior to the child starting at nursery. This may be collected at the home visit.

- Original birth certificate and Proof of address seen
- Permissions forms completed

- Childs information and medical information
- Parents names, birth certificate or proof of parental responsibility and contact details
- Emergency contact details
- Details of other relevant agencies working with the family
- *Signed offer letter/contract (Caversham only)*
- *Letter from GP for any allergies or intolerances In order that we can make appropriate arrangements with our catering company (Caversham only).*

Caversham only: In general, for continuity and smooth transitions, we offer a minimum of three sessions per week. In special circumstances i.e. experiencing financial difficulties, we will allow this to be reduced to two sessions a week (or one full day) as long as the child is well settled and able to cope with this in the opinion of the nursery team.

Minimum period of attendance within the maintained nursery school is two long terms unless as a transfer from another LA nursery or other exceptional circumstances as agreed by the senior leadership team.

Expected Attendance for all funded children

Once offered a funded space, children are expected to attend the nursery regularly. The Governors have the right to withdraw a place in the event of persistent poor attendance. The nursery endeavors to support all families in relation to their child attending nursery school and wants to engage with families and help them resolve any difficulties they may be experiencing that prevents their child attending. The nursery target attendance is 85% and above.

Induction visits to nursery take place before any child officially joins the nursery to enable them to have a smooth transition. During this time parents are able to ‘stay and play’ (settling in) with their child if needed.

Not every child will be ready when they first start nursery and we will endeavor to be flexible to transition each child according to their needs.

Review of Admissions

Parents have a right to an explanation of the decision made by the nursery if they are refused a place. Most queries will be met with an informal discussion or a written response from the Head teacher. Where a parent requests a formal consideration a review panel consisting of member of the Governing body will meet.

Admissions to the Snowflake Centre (New Bridge only)

The Snowflakes centre will make provision for up to 10 part time pupils aged 3-4. This means there will be five morning places and 5 afternoon places available.

Places will be offered for Snowflakes following a panel who meet to decide whether Snowflakes is an appropriate setting for each child. The Snowflake panel is held several times each year when spaces are available. Members of the panel include the Snowflakes coordinator, REYS Inclusion Manager, an Education Psychologist, a SEND case officer, a member of the portage team and the Executive Head teacher. The criteria for eligibility criteria for consideration for a Snowflakes place is

- A child who is 3 or 4 years old who is living within Reading Borough Council (i.e. Pays council tax to Reading)
- A child who has specific needs associated with autism which can be met alongside the current snowflake children
- A child who has a sibling currently at New Bridge
- A child who has at least two terms before starting Primary school
- A child who is in a setting that can't meet his/her needs.

Extended services

Please see the individual school websites regarding current extended services offered at each nursery as these are largely dependent on the needs of the cohort.

Review

This policy will be reviewed every 2 years.