

# Reading Early Years Schools Federation (REYS)



## Admissions Policy

**Chair of Governors: Terry Hardie**

**Executive Head teacher: Joanne Budge**

**Date: March 2024**

**Date to be reviewed: March 2026**

## 1. AIMS

Our vision is to provide holistic learning in a safe, fun and stimulating environment, through which all children are challenged to make progress.

The REYS Federation aims to provide exceptional Nursery School education for Reading children. Our federated schools offer the following provision:

**Blagdon Nursery School** – mainstream provision for children aged 2-5 years, in addition there is a moderate social communication needs provision for children aged 3-4 years, and a high-level needs provision for children aged 3-4.

**Caversham Nursery School** – mainstream provision for children aged 2-5 years, plus day-care provision for children aged 0-5 years

**New Bridge Nursery School** – mainstream provision for children aged 2-5 years, plus specialist Snowflake resource based for children with Autism or on the pathway to a diagnosis with a CAHMS referral in place. for children aged 3-4 years

Our nursery schools are inclusive nurseries, and welcome children with Special Educational Needs and Disabilities in a mainstream setting. Eligibility criteria are shown on each school's website under 'Admissions'.

## 2. PLANNED ADMISSION NUMBER

The Planned Admission Number [PAN] are as follows:

Blagdon Nursery School- 100 fte

Caversham Nursery School- 40 fte

New Bridge Nursery School 60 fte

This number represents the maximum full-time places which could theoretically be offered at each school.

At each REYS Nursery School, we offer both part time (15 hours/week) and full time (30 hours/week) places. The split between part time and full-time places varies according to staffing, demand. We also offer day care places all year round at Caversham Nursery.

## 3. DESIGNATED AREA [CATCHMENT]

Blagdon Nursery school primarily serves families living in the RG2 area of Reading Local Authority, north of the M4.

Caversham and New Bridge Nursery Schools primarily serves families living in the RG4 area of Reading Local Authority, north of the River Thames.

Consideration will be given to children from surrounding areas, subject to availability.

## **4. ADMISSIONS ARRANGEMENTS**

Applications for admission to any REYS Nursery School must be submitted according to the registration process outlined below in section 5.

Children with an Education, Health and Care Plan (EHCP) which names any REYS Nursery School in the EHCP will be allocated a place above all other applicants.

All applications for any REYS Nursery School will be considered in accordance with the oversubscription criteria set out below in section 6.

Children will not normally be admitted after December in the academic year they are offered a place at Primary/Infants school.

## **5. REGISTRATION**

Parents/carers may register for a place at any time. Parents are encouraged to visit the school either before or when they register, so that they can ask questions, and be certain of their choice.

At registration, the following information is required:

- Name of child
- Date of birth\*
- Address\*
- Contact details
- Medical details, including name of GP
- Information about special circumstances such as SEND, languages spoken at home
- Type of provision required
- Any other proofs required to support an application under a specific criterion from A-K in section 6.2 below
- Preference between morning or afternoon session, if applicable (this cannot be guaranteed, but we will endeavour to allocate according to preference).

\* birth certificate and proof of address will be required on registration/at the home visit

All applications for any REYS Nursery School will be considered in accordance with the admissions criteria set out below in section 6.

Children will not normally be admitted after December in the academic year they are offered a place at Primary/Infants school

## 6. ADMISSIONS CRITERIA and ALLOCATION OF PLACES

Where there are fewer applications than places for either full time or part time provision as outlined in section 2.2, the school will offer places to all those who have applied.

When is any REYS Nursery School is oversubscribed, after the admission of children with an EHCP naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- A. Looked after children and children who were previously looked after, but immediately after being looked after, became subject to either adoption, a child arrangement order or a special guardianship order.<sup>1</sup>
- B. Referrals from other agencies, such as medical, education, social services, health visitor.
- C. Children of staff employed at a Federation school, at the time of application.
- D. Children of families working within the Armed Forces.
- E. Children who have siblings attending the school, at the date of admission.<sup>2</sup>
- F. Children for whom both a 'Targeted Support'\* Code has been issued, and who live in the catchment (see 3.1 above).
- G. Children living in the catchment (see 3.1 above).
- H. Children who have siblings in RBC Caversham/Whitley schools.
- I. Children whose child-minder/carer lives within the catchment (see 3.1 above).
- J. Children who live outside of the catchment, but parent works within the catchment (see 3.1 above).
- K. Children transferring from another Reading Local Authority nursery school.
- L. Any other.

\* Codes are issued by Brighter Futures for Children, and can be applied for [here](#).

In cases of oversubscription within any criterion above, applications will be added to our waiting lists, and places will be allocated to eligible children on the basis of:

- i. Priority of highest-qualifying criterion in 6.2 above.
- ii. For children 0-2 years, date of birth, with priority given to the youngest child.
- iii. Registration date (i.e. time spent on the waiting list).
- iv. Date of birth (i.e. if two or more children were registered on exactly the same date, the decision to offer a place will be based on the date of birth, with priority given to the eldest child).

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

<sup>2</sup> Sibling is defined in these arrangements as a half or full brother or sister; or adoptive brother or sister; or children of the same household.

## 7. OFFER OF PLACES

In the majority of cases, places will be offered for a minimum of 6 terms (i.e. one year), 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 the September after their 3<sup>rd</sup> 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.

Eligible 2-year-old children will be offered a place using the admissions criteria in section 6 above. Children will automatically transfer to the main school at the start of the term after their 3<sup>rd</sup> birthday, unless no space is available in which case they will transfer at the earliest opportunity.

Places are offered as either:

**Mornings only [09:00 to 12:00]**

**Afternoons only [12:45 to 15:45]**

**Full day [09:00 to 15:45]**

Parental choice is met as far as is possible.

Offers must be accepted or declined within 5 school days. Every effort will be made to contact applicants who do not reply by the deadline, but ultimately the absence of an acceptance will be treated as a rejection. Every care must be taken to ensure that the school has current and complete contact details, especially if you expect to be away during the offer window (see table above).

If the place is rejected, the applicant should indicate the reason, and whether they wish the child to remain on the waiting list. In the cases where an offer of a place has lapsed without reply from the applicant (see 7.6 above) then the child will automatically be returned to the waiting list.

The school has the right to withdraw a place in the event of persistent poor attendance, or if the admittance of a child is likely to seriously harm the education or welfare of others at the school. REYS Nursery Schools endeavour to support all families in relation to their child attending school, and wants to engage with families to help them to resolve any difficulties they may be experiencing which prevents their child from attending regularly. The target attendance is a minimum of 85%.

Places will not be held, for either unauthorised or authorised absences, for extended periods greater than one month, other than in exceptional circumstances which must be approved by the Head of School. Parents are asked to contact the Head of School to discuss their circumstances.

Absence of funding or income through either extended, non-funded holidays, or from non-payment of fees will result in places being withdrawn immediately, subject to approval above (see 7.9).

Induction visits to the school take place before any child officially joins, to enable them to have a smooth transition. Not every child will be ready when they first start school, and we will endeavour to be flexible to transition each child according to their needs.

## **8. FUNDING ENTITLEMENT and FEES**

Funding entitlements are set and changed by the government. Full details are shown on each school's website under 'Admissions'.

## **9. APPEALLING AN ADMISSIONS DECISION**

No provision exists for any automatic right of appeal regarding admissions to non-statutory education, however parents have a right to an explanation where an application has been unsuccessful.

Most queries will be satisfied by means of an informal discussion with the Head of School or a written response. Where formal consideration of either an unsuccessful application or the withdrawal of a place is requested by parents, a review panel will be convened, consisting of governors of the school. The panel does not have the same powers as either a statutory school admissions panel or a statutory school exclusions panel, and can only ensure that the procedures have been correctly applied.