



Early Years Admission Policy

Introduction

Admission to the nursery (F1) at Kingswood Parks Primary School is determined by school's Local Governing Body. This admissions policy does not apply to the admission of pupils into the school which is undertaken by Hull City Council.

The Governing Body has agreed this admission policy so that in the event of there being more requests for early years places than are available, there are fair and transparent admission criteria in place.

This policy will be reviewed as part of our self-evaluation procedures unless changes to statutory requirements necessitate an earlier review.

Available Sessions

Kingswood Parks Primary School currently has a 39 place nursery (F1) setting.

Attendance at our nursery (F1) is part-time, for 15 hours per week. Our daily sessions run term time only from 8.30am to 11.30am and from 12.30pm to 3.30pm.

Available options are as follows

Mornings	5 morning sessions per week
Afternoons	5 afternoon sessions per week

If a child is absent from a session it will not be carried forward to be used at a later date.

Places are allocated as either 5 mornings or 5 afternoons.

Whilst the school will endeavour to accommodate parental preferences due to existing numbers already attending they are unable to guarantee that these will be available and the decision as to a child's pattern of attendance rests with the Principal.

Admission Procedures

Parents and carers should approach the school directly and complete an application form if they would like their child to attend the nursery (F1). Early completion of the application form will not guarantee a place.

An offer of a place will be in writing and sent to the child's home address at the end of the first half term preceding admission. ***Parents must confirm their acceptance of a place, by completing and returning the tear off slip from the offer letter within 2 weeks from the date on the letter offering a place. If this confirmation is not received within 2 weeks then the place will be offered to someone else.***

Once a place has been accepted, parents and carers will be sent further information relating to the induction procedures

Parents and carers do not have a statutory right to appeal to an independent appeals panel in relation to nursery admissions and as a result our admissions criteria are strictly adhered to.

If a child has a place in the nursery, it does not automatically follow that he/she will get a place in the school. Places at the school must be applied for through the separate process for school admission. There are 90 places in Foundation Stage 2 (Reception), there is always a chance that some children attending the nursery (F1) will not get a place in the school. Equally, there are children who may be allocated a school place who have not attended our nursery (F1).

Admissions Criteria

A child can be considered for a place in our nursery (F1) from the start of the term following their 3rd birthday. This will normally be for between 3 and 5 terms prior to entry into a Reception (F2) class. Nursery (F1) places at Kingswood Parks Primary School are allocated in accordance with the criteria below.

Criteria for admission to the nursery (F1)

Places will be offered to children in the following priority order:

- Children who live in the catchment area of the school (proof of residence may be required.)
- Children with a brother or sister on the school roll (including children living as siblings in the same family unit) who will be attending Kingswood Parks Primary School in the following academic year.
- Any other children of appropriate age.

In the event of greater demand than places available, then pupil age will be taken into account, with older children being given priority.

NOTE: Looked after children or children with a final EHCP (with Kingswood Parks named as their preference) will take priority over other applications for places.

June 2016