

Oasis Academy Ryelands Nursery Admissions Policy



1. AIMS

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high quality child centered nursery education on a fair and equitable basis.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- 1.5 To provide high quality child centered nursery education to children and families in our local community.

2. CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery Class at Oasis Academy Ryelands can have a capacity of 34 children in each session with the current staffing levels. The government funds children for 15 hours a week and for certain children/families, 30 hours. The children will be offered a place in the Nursery the term after their third birthday according to the following criteria.

- 2.1 Children in public care (looked after children and previously looked after children).
- 2.2 Children whose sibling(s) currently attends the Academy and who will continue to do so on the date of admission.
- 2.3 Children whose parent/carer is a member of staff who has been employed by the Academy for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 2.4 Children who live nearest to the Academy, calculated using the Local Authority's computerised system. Distance will be measured in a straight line from the centre of the student's main home to the Academy's main entrance.

Within the above criteria, each application is always considered very carefully on its individual needs.

Allocation of preferred sessions

Parents/carers will be asked to give preferences with regards to their session options when they apply for a place. Account will be taken of any preference expressed by parents/carers, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

3. NURSERY INTAKE

- 3.1 The nursery class has a major intake at the start of each term.
- 3.2 Each term, the intake will be staggered over the first 2 weeks of term.
- 3.3 Any spare places will be allocated each term, as they become available, providing that the child has reached their third birthday.

4. DECISIONS ON PLACES

4.1 Decisions will be made by the Nursery Admissions Panel. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does not guarantee first preference with regards to session options.

- 4.2 Decisions will be final and there is no right of appeal.
- 4.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school.
- 4.4 Parents/carers who accept a place will be expected to commit to taking up the place for the rest of the academic year.

5. NURSERY DISCOVERY DAYS

- 5.1 Families are welcome to arrange a visit to our nursery prior to starting by contacting our admissions team.
- 5.3 On children's first day at nursery a 1 hour 'Stay & Play' session with a parent is organised to introduce them to the setting and staff.
- 5.2 When children first start in the nursery, shorter 'settling in days' are organised to help the children familiarise themselves with the nursery environment and routines.

6. ATTENDANCE & LOSS OF NURSERY PLACE

- 6.1 If attendance and punctuality is poor or erratic the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's folder.
- 6.2 If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Principal.
- 6.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.
- 6.4 If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Principal and EYFS Phase Leader and a letter explaining the situation will be sent to the parents.

7. TRANSFER FROM NURSERY INTO SCHOOL

- 7.1 All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the correct Croydon admissions procedure.
- 7.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

8. CONTRACT

- 8.1 All parents and carers will have to sign a Nursery contract on admission. This contract is binding.
- 8.2 If parents and carers decide that they wish to change setting they must give Oasis Academy Ryelands one month's notice. In that time it is accepted that no other pre-school provision will be able to claim for these sessions.
- 8.3 It is the responsibility of the parent/carer to inform the academy if their circumstances change as if they claim 30 hours, they could become liable for charges if their eligibility changes.
- 8.4 If parents/carers are in receipt of the 30 hours funding, it is their responsibility to ensure the charge of £35 a week for a child attending lunch club is paid prior to attending the sessions via MCAS.
- 8.5 Parents/Carers must provide a healthy packed lunch for their child.
- 8.6 If parents/carers are only in receipt of 15 hours funding, they may choose to 'top up' an

additional 15 hours at a charge of £135 a week. It is the responsibility of the parent/carer to ensure topped up hours of £135 are paid prior to attending the session via MCAS.

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