

# **Thomas Jones School**

## **Nursery Admissions Policy**

This Nursery Admissions Policy was adopted by the Governing Body of Thomas Jones School on 24<sup>th</sup> March 2017. It is reviewed annually.

### **Introduction**

At Thomas Jones School we aim to ensure that children, irrespective of race, gender, disability, faith or socio-economic background have access to the benefits of high quality, child centered nursery education.

Thomas Jones School has a full time nursery class for pupils to attend the year prior to starting their Reception year. The nursery offers 25 full time places, with the day beginning at 9.00am and ending at 3.15pm. Children are admitted to the nursery in the September following their third birthday and in accordance with this Admissions Policy.

### **Admission Criteria**

Admissions procedures for the nursery class are in line with the Local Authority Admissions Policy. Our admission criteria comply with all elements of the Schools Admissions Code and ensure that we admit children of all abilities from the local area. Applicants with a signed SEN or EHC plan that names Thomas Jones will be admitted in accordance with Section 43 of the Children and Families Act 2014. Following this, if there are more applications for the nursery class than there are places available, places will be allocated following the oversubscription criteria in the following order of priority:

### **Oversubscription criteria**

#### **1) Looked After Children**

Looked After Children (also referred to as in “Public Care”) and children who have been adopted or made subject to a child arrangement order or a special guardianship order immediately after having been Looked After receive priority for admission to the school nursery. The child’s social worker should submit a letter to the school office confirming the legal status of the child and the local authority to which the child is/was in care, quoting the child’s full name and current address.

#### **2) Exceptional Need**

The Head Teacher and Governing Body may on an individual basis give priority to an applicant who can demonstrate that admission to Thomas Jones nursery is necessary on the grounds of professionally supported educational, medical and/or social need rather than any other nursery setting. Parents/carers must supply details of any such special factors at the time of expressing interest in their child attending Thomas Jones nursery with recent supporting documentation. Such a

request will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential.

### **3) Siblings**

To brothers and sisters (siblings) of children already on roll at Thomas Jones, who will still be a pupil at the school at the time the applicant is admitted to the nursery class. This includes half brothers or sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent/carer, provided they live at the same address as the applicant.

### **4) Children of School Staff**

Children whose parent is a qualified teacher at Thomas Jones will be prioritised for a place in the nursery class where this supports the teacher's ability to carry out their job.

### **5) Distance from Home to School**

Applicants that live nearest to Thomas Jones will be given priority. Distance of home to school will be calculated using a straight line measurement from the child's home address to the centre of the school grounds. The child living closest to the school will receive the highest priority.

If applicants share the same address point priority will be given to those who live closest to the ground floor and then by ascending flat number order.

Routes will be measured to four decimal places. If two or more applicants live exactly the same distance from the school the offer of a place will be decided by random allocation.

## **Nursery Charges**

Nursery places are currently offered free of charge to parents/carers. However this provision is not sustainable and is currently under review. Parents/carers should be aware that a nursery charge may commence in the future.

If it is considered a requirement for nursery places to be charged for all, parents/carers will be communicated with via letter with at least a term's notice of changes. Parents/carers will therefore have enough time to make an informed decision about continuing their child's place at Thomas Jones.

## **Applying for Nursery Places**

Parents/carers can register interest for a place for their child in the nursery class following their child's second birthday. This can be done either by telephone or in person at the school office.

## **Allocation of Nursery Places**

Families will be notified whether they have successfully been offered a place for their child by letter during the spring term prior to the September that their child would start in the nursery class. In this letter, families are asked to accept or decline their child's place within one week in order to secure their child's place in the nursery class.

If offered a place, a home visit will be arranged prior to the child starting the nursery class along with a formal meeting with the school administrator to collect all details of the child and family needed. A settling in period will take place once the child joins the nursery in the autumn term.

Allocation of a place in the nursery class at Thomas Jones School does not automatically guarantee a place at the school following the nursery year. Parents/carers must apply through the Royal Borough of Kensington and Chelsea admissions process for admission into the school for a place in Reception upwards.

## **Waiting List**

Once places have been offered and accepted for the nursery class, a waiting list will be drawn up for any oversubscribed applicants or late registration of interest.

**Jenna Gladwin**  
**March 2017**