



Waterloo
Primary Academy

Nursery Admissions Policy Handbook

Approved & Adopted: January 2014

Responsible Personnel: Miss K. Huson

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Contents

Contents 2

Statement of Admission 3

Allocation of Spaces..... 3

Phased Admission Policy..... 5

Staffing 5

Assessment and Record Keeping 5

Reporting to Parents and Carers 6

Accidents in Nursery 6

Safeguarding..... 7

Equal Opportunities..... 7

Inclusion 7



Statement of Admission

Children are eligible for admission to the Nursery at the start of the term after their 3rd birthday.

The Nursery can accommodate a maximum of **26** children per session.

The Nursery day is comprised of two sessions.

- **Morning** session - 8:45-11:45am (3 hours)
- **Afternoon** session – 12:15-3:15pm (3 hours)

Children are entitled to 15 hours of provision each week.

Parents and carers can choose for their child to attend five mornings or five afternoons each week or a combination of some mornings and afternoons (up to 15hrs). **Additional** 3 hour sessions and lunchtimes (30 minutes) are also available and for these, charges apply.

- additional 3-hour session £13
- additional 3-hour session + lunch £15 (includes hot dinner)
- additional lunch session £3 (includes hot dinner)
- additional lunch session £1 (child brings own packed lunch)

(Current prices listed above, these can change.)

The Trustees and Head of School oversee admissions to the Nursery.

Attendance in Waterloo Primary Academy Nursery does not guarantee admission to the school for primary education. Likewise, we cannot insist that children attend our Nursery in order to guarantee admission to the school for primary education.

Following a request for a place in Nursery, parents are required to complete an Expression of Interest Form for their child. Children are then added to a waiting list and parents and carers will be contacted in due course if their child has been successful in securing a place. Places will be allocated in accordance with the criteria as outlined below.

Following the confirmation of a place, parents and carers will be asked to complete a Nursery Admission Form.

Please note, an expression of interest does not guarantee your child will be allocated a place in Nursery.

Allocation of Spaces

Priority for allocation of places is as follows:

1. **Looked After Children*** as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

**A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act*

1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

- 2. Medical Conditions.** Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why this school is the most suitable and the difficulties that would arise if the child had to attend an alternative school.
- 3. Social or welfare reasons for admission.** Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Waterloo Primary Academy these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable.

If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion.

All information which is submitted will be considered as being confidential.

- 4. Siblings.** Priority is given to children who have siblings attending Waterloo Primary Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.
You must give full details of all siblings in the application.
- 5. Distance.** The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.
The distance between the applicant's home (including flats) and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home and of **the school site**. The LLPG is a point within the boundary of the property and is usually located at its centre.

Distances are measured using the Council's Geographic Information System. If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school; a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services Department and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Waterloo Primary Academy Nursery.

In the event of the admission number being reached within any one of the Oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

Non-routine admissions are also considered. e.g. when a child has recently moved into the Nursery locality.

Phased Admission Policy

September admission to Nursery may be phased over the first few weeks of term subject to the number of children starting at any given time.

Nursery 'Stay and Play' sessions are hosted in the summer term for new admissions starting in September. These sessions provide parents the opportunity to meet Nursery staff to ensure every family knows and understands what support is available. A Nursery 'handbook' will be provided within the admission pack. If parents and carers require a further handbook, please request a copy from the main school office.

During the first few weeks of attendance starting times and duration of stay may vary according to maturity, confidence and other circumstances. Individual 'transitions' into Nursery will be arranged for those children whose admission dates occur mid-way through the academic year as they reach the age of 3. (Parents and carers are welcome to stay and play with their child for the few minutes of the session or to leave them if they feel they are happy and settled).

SEND children may be admitted outside the specified admission dates following consultation between parents, the Head of School and the local authority.

Staffing

Nursery staff comprises of one qualified teacher (Nursery Manager) and three Learning Support Assistants.

Children in Nursery are allocated a member of staff as their 'Key Worker'. Contingencies are in place if the key worker is absent.

Assessment and Record Keeping

The attainment of each child in Nursery is recorded in relation to the (DfE 2023) 'Early Years Foundation Stage Statutory Framework'.

Assessments are based primarily on staff interactions with the children and events in which children demonstrate learning spontaneously, independently and consistently in a range of contexts.

Nursery staff will make on-going judgements for each child, as to their stage of development.

Reporting to Parents and Carers

Parents and carers are invited to attend sessions in Nursery throughout the academic year to discuss their child's progress. Some of these are regular features of the Waterloo calendar and some are spontaneous events (often to celebrate children's achievements across the curriculum, or to share positive/cultural events). The importance of daily chats with parents and carers, as they drop off and collect their children, are also valued and recognised. These give an important insight into a parent's views regarding aspects of their child's development.

In addition to the sessions outlined above, there are two formal Consultation Evenings (Autumn and Spring term).

A written report is provided for parents and carers in July for those children who are leaving Nursery and entering Reception. This includes a general comment and information regarding whether your child is meeting their **expected** level of development, or not yet reaching it (**emerging**) in relation to each of the seven areas of learning. A written summary is also provided for parents and carers of those children who are staying in Nursery for another year. This includes information regarding attainment and a general teacher comment.

Accidents in Nursery

- a qualified 'First Aider' is always present in Nursery
- a qualified Paediatric First Aider is always present in Foundation Stage
- first Aid kits are stored in Nursery
- for minor injuries such as grazes and minor bumps, staff will act accordingly and the incident will be recorded in the First Aid Treatment book. A copy of this record will be given to you as your child leaves at the end of their Nursery session.
- for more serious incidents, parents will be contacted
- for incidents requiring emergency treatment, the emergency services will be contacted as appropriate and a call will be made to parents/carers
- if your child is feeling ill, or displaying signs of being unwell and is not fit to partake in Nursery activities, parents/carers will be contacted to collect their child early

Safeguarding

At Waterloo we believe children learn best when they are healthy, safe and secure and that this is also the case when their individual needs are met and when they have positive relationships with the adults caring for them. We aim to provide an EYFS environment which is welcoming, safe and stimulating and for it to be a place where the children are able to enjoy learning and grow in confidence.

In addition, each area of provision in Nursery and Reception has an associated Risk Assessment to support this.

See also WPA Child Protection and Safeguarding Policy 2023

Equal Opportunities

At Waterloo we aim to provide all pupils, regardless of ethnicity, culture, religion, home language, family background, learning needs, disabilities, gender or ability equal access to all aspects of school life and work to ensure that every child is valued fully as an individual. Practitioners, as role models are acutely aware of the influences of adults in promoting positive attitudes and use their influence to challenge stereotypical ideas as part of their daily practice.

See also Zest Equality, Diversity and Inclusion Policy

Inclusion

Children with any additional or special educational needs will be given support as appropriate to enable them to fully access the Nursery curriculum. This also includes 'more able' children.

Additional support is also provided by the Pastoral Team, the Speech Language and Communication team and the School SENDCo, who are responsible for providing information and advice to practitioners and parents. They may also arrange intervention and support in school and Nursery and from outside agencies where necessary. This information is recorded on the Nursery SEND register.

See also WPA Special Needs and Disabilities (SEND) Policy