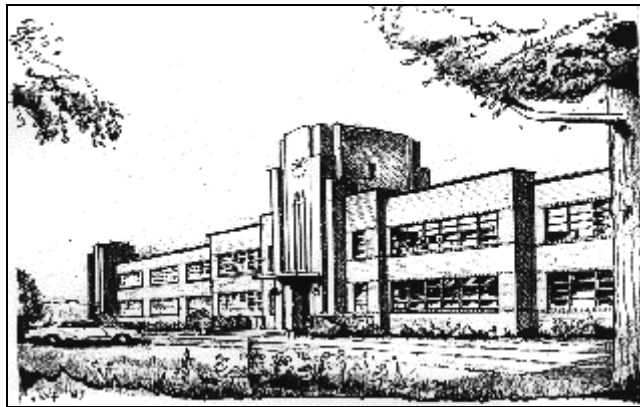


William Torbitt Primary School



NURSERY ADMISSIONS AND ATTENDANCE POLICY

ADMISSIONS

There are 52 nursery places at William Torbitt Primary School. Applications for nursery must be made in person by the child's parent / carer in the school's reception office. The parent / carer must bring with them the child's birth certificate and two current proofs of residence.

Children are admitted, when a place becomes available, for the 15 hours currently funded by the government. This is taken in the form of 5 morning or afternoon sessions, Monday to Friday, during school term time. Children attend either in the morning or the afternoon. Sessions are allocated by the school. Times are:

- **Morning** 8.45 - 11.45 am - 5 days per week for 38 weeks per year
- **Afternoon** 12.30 - 3.30 pm - 5 days per week for 38 weeks per year

The normal month of admission to nursery is September but places may become available at other times. Children are usually admitted in the September of the school year in which they turn 4 years of age. Once offered, a place cannot be deferred until a later date. If the offer of a place has been refused or not accepted, the parent / carer may request that the child's name is put back on the waiting list.

Offers of nursery places are normally made in the first half of the summer term, although some are made later if original offers are not accepted. If an offer is not accepted by the date given, that offer will be withdrawn and the place will be offered to the next child on our waiting list. Once a nursery place has been accepted, children will not be moved to a different session unless there are exceptional circumstances. This is at the discretion of the school.

Once the offer of a place has been accepted, parents / carers will be required to make an appointment for completing admission forms and resubmitting the birth certificate and up-to-date proofs of residence. A child will not be able to start Nursery until our admission procedures have been completed.

An intake meeting for new parents / carers will be held during the second half of the summer term, and new children will be invited to visit the nursery in July (with a parent / carer).

At the beginning of the autumn term staff from the nursery will make home visits to those families who live within a reasonable walking distance of the school (this is recommended by the government but is not compulsory). Children's admission to nursery will be staggered over the first few weeks of the autumn term.

Parents will be asked to sign the 'Parental / setting agreement for free early years education' on a termly basis to confirm that they are taking up their 15 free entitlement hours at William Torbitt for that term. Any attendance at a different nursery for additional hours must be paid for by the parent / carer.

Please Note:

Attending our Nursery does not mean that a child will automatically be accepted into our Reception class. Parents / carers will need to make a separate application for their child to join a Reception class. This application needs to be made through the child's local authority, not through any individual school.

London Borough of Redbridge criteria for admission to a nursery class

Admissions are considered as follows:

- I 'Looked after children' and children previously looked after but immediately after being looked after became subject to an adoption, residence order or special guardianship order. A looked after child is a child who is in the care of a Local Authority as defined by section 22 of the Children Act 1989.
- II Exceptional medical or social reasons, which should be supported by a qualified professional directly involved with the child and will be considered by the Authority's medical or psychological advisers. Only where it is agreed that admission to William Torbitt is essential will an exception to the general policy be made.
- III Siblings, with preference to older children according to their date of birth; preference will only be given to those with siblings who will still be in attendance at the date of admission.
- IV All other applicants, with preference to older children according to their date of birth.

In each category, if there are more children than places available, priority will be based on the shortest measured walking distance as measured by a Geographic Information System from the child's home to the main entrance of the school using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the entrance of each individual flat.

In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from the school in question, the Authority will use the random allocation facility within the Tribal 'Admissions and Transfers System' pupil database which is used for allocations.

The statutory right to appeal does not apply to admissions to nursery classes.

ATTENDANCE

Although children in nursery are below compulsory school age, the local authority places great emphasis on regular and prompt attendance in order to promote good habits and maximise children's potential during the early years stage. Lateness causes disruption to the whole nursery class and is also unsettling for the child who is late.

If a child is ill, the parent / carer should telephone the school on that day to inform staff of the reason for absence. Medical evidence must be provided for absence of five days or more. Parents / carers are encouraged to try to arrange appointments during the holidays or out of school hours. If this is not possible, staff should be informed of the absence in advance and the appointment card / letter should be shown. A maximum of three days will be considered for religious observance and the nursery should be informed of this in advance. There is no 'authorised' absence from the nursery for holidays.

Absence will be monitored by the headteacher who may decide to withdraw a place in the case of extended absence or irregular attendance.