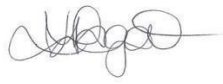


Nursery Admission Policy

Reviewed By	Approved By	Date of Approval	Date of Next Review
Ed Whitehead	 Jo Pagdin	11.07.2024	01.09.2025



ENTITLEMENT

All three and four year olds are entitled to a free 15 hour early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Current admission arrangements for Oakworth Primary School Nursery

The following are the current admission arrangements for Oakworth Primary School Nursery. If you require any assistance with an application, please contact the School Office and we will be happy to help.

The following steps need to be followed should you wish your child to attend our Nursery:

1. Contact the School Office on 01535 642309 to register your child as requiring a place at Nursery for a particular academic year. No further action is needed by parents and carers at this stage.

2. Around the March before your child is due to start Nursery in the subsequent September, you will receive a letter to confirm that you still require a place and to ask your preference for the hours that you require we currently offer 15 hours or 30 hours if eligible. Eligibility for 30 hours can be confirmed by visiting child www.childcarechoices.gov.uk. You will be asked to complete an application form, which must be returned to school along with your child's birth certificate and a current utility bill, with proof of address. There will be a deadline given to ensure that all documents are returned efficiently.

These applications are then collected and places offered following the School's criteria:

- Looked after children
- Siblings
- Distance from the School to your home address in a straight line

3. Parents/carers are then informed in writing if they have been successful in securing a place within Nursery and the sessions we are able to offer.

If you are successful in obtaining a Nursery place for your child, you will be required to return the acceptance slip by a stated deadline (if this deadline passes, the place may be offered to another family). You will then be invited to a welcome meeting, where we will go through all of the general Nursery routines and you will have the opportunity to ask any questions. At the welcome meeting, you will be given dates for pre-visits along with your child's start date. Please note that we always use a staggered start system, to ensure that the children start their Nursery experience in small groups.

Initially for the 2023/24 academic year OPS will admit children in January 24 and for summer term 24, once they have reached the age of 3 and become eligible for 30 or 15 hour funding. The same criteria as set out in this policy will apply.

If you are unsuccessful in obtaining a Nursery place for your child:

You will receive a letter advising you that you have been unsuccessful in obtaining a place. You can arrange to be placed on a waiting list; the School will then inform you at a later date if a place should become available. A slip will be sent with the letter to return to school to state that you wish to be placed on the waiting list. If more than one name is on the waiting list, the School's admissions criteria will be followed.

Please note, that obtaining a place in Nursery does not automatically mean that your child has secured admission to one of our Reception classes the following year.