



WESTROYD PRIMARY SCHOOL & NURSERY ADMISSION POLICY 2023-2024

BACKGROUND

Westroyd Primary School and Nursery can admit 26 children per session. Our teacher led school provision is Monday 8.30am- 3.30pm, Tuesday 8.30am-3.30pm and Wednesday 8.30am-11.30am; however, this is supported by our Early Years wrap around provision which offers places at the end of week, as well as breakfast and teatime provision. Every child in the UK is offered 15 hours a week of Free Early Education Entitlement. We are also able to offer thirty-hour places for those children who are eligible in line with the criteria set by the government. Further details of this criteria can be found here

<https://www.gov.uk/30-hours-free-childcare>

There is some flexible provision to how these 15 or 30 hours are chosen, but as an educational setting rather than a childcare provider there are some restrictions.

AIMS

The Aim of this policy is to adopt a consistent approach to admitting children to Nursery.

ORGANISATION

Parents / Carers are to contact school directly if a Nursery place is required. We have based this policy on the Leeds City Council Admissions policy for Leeds community school nursery classes. This takes the following into consideration;

Age of child: Children will be eligible for a nursery place, the term after their third birthday based on the table below:

If your child's 3rd birthday is;	They are eligible for a funded place from:	Applications Close:	Places offered are issued to parents;
1 April – 31 August 2023	September 2023	15 th March 2023	May 2023
1 September – 31 December 2023	January 2024	27 th October 2023	November 2023
1 January – 31 March 2024	April 2024	26 th January 2024	February 2024

Any applications received after the application closing date, will be considered on a case by case basis, but will be added to the waiting list. We will try our best to offer the places preferred by parents / carers but this is not always possible. Parents / carers must only bring their child to their allocated sessions.

If the number of children requiring places exceeds the number of places available then the following will be taken into consideration;

- **Special Educational Needs:** Children with a statement of special educational needs will be priority.
- **Looked After Child:** Children who are adopted, fostered or in care.
- **Siblings:** Children with siblings attending Westroyd Primary School.
- **Location:** Children living closest to school.

Children who have not been offered a place initially will be put on a waiting list. If places become available during the academic year, the children on this waiting list (ie: age 3 years by 31 August) will be given priority.

Parents / Carers will be offered the following options;

- Option 1 2.5 days Monday, Tuesday 8.30am-3.30pm & Wednesday morning 8.30am-11.30am
Option 2 mornings only Monday – Friday 8.30am-11.30am
Option 3 Other depending on circumstances

Children will only be allocated a minimum of 15 hours. We expect children to attend regularly as this builds consistency and helps them settle into routines. Any absence will be monitored and addressed through our safeguarding procedures.

CHANGE OF SESSION

If you would like to change the sessions that have been offered to you at any point, including after your child has started, the following procedure is followed.

1. Inform the school in writing/email what sessions you requested, detailing the change including any change in circumstance. Such as change of entitlement to funded hours.
2. You need to inform us by the following dates;
By 1st March for following September start
By 15th September for January (after Christmas Break)
By 15th January for April (after Easter Break)
3. If you inform school after these dates then school will aim to meet your needs, however this will depend on availability at the time.
4. Written confirmation of change of sessions will be sent including any change of charges.

EQUAL OPPORTUNITIES

At Westroyd Primary School and Nursery we aim to ensure all children have an equal opportunity to develop regardless of gender, ability, cultural or religious background.

If a child has a specific educational need the teacher will meet with parents / carers and any other agencies involved with the child to ensure his / her needs will be met in Nursery.

RESPONSIBILITIES

It is the responsibility of the Headteacher to ensure the policy is being adopted by staff and regularly review policy and procedures with the support of the Governing body.

Occasionally, sessions may be ‘tailored to meet the needs of the child or family’. Each case is treated on an individual basis and would involve a multi-agency approach.

A place at Westroyd Nursery does not guarantee a place at Westroyd Primary School. A separate application needs to be made for entry to Reception class and this is managed through Leeds City Council admissions team. We will inform all parents when the window of application opens. The majority of our children in Nursery do move through to Reception at Westroyd. This enables a continuity in learning and social development.

Policy Reviewed – September 2023