

FERNWOOD PRIMARY & NURSERY SCHOOL



Nursery Admission Arrangements

Fernwood Primary & Nursery School offer free nursery places during the normal school term, from the Autumn term following a child's 3rd birthday. We offer full week-day places (for 5 full days a week) to children whose parents are eligible for the Government's 30 Hour Free Childcare Scheme and every week-day morning **or** every week-day afternoon places for all other children. All places are dependent on availability of places in the Nursery. Fernwood Nursery is open during the normally school term and will be closed during school holidays and on INSET days. Fernwood Nursery capacity is 52 children in the morning and 52 children in the afternoon. Nursery morning sessions are from 8:35am to 11:30am and afternoon sessions are from 12:35pm to 3:35pm, with an optional paid lunch period between the sessions for children who stay at Nursery for full days. There is a nominal fee for the supervised lunch period to cover staffing costs.

Parents can register at the School Office any time prior to the closing date. The closing date for applications is the last day of February prior to the child's Nursery start date. **Sight of the child's birth certificate or passport and 2 different types of proof of address are required (see below).**

A letter will be sent to all parents/carers who have applied by the closing date, advising of the outcome of their application. If offered a Nursery place, parents/carers must confirm acceptance to the school. If parents/carers do not accept the place within 21 days, the offer may be withdrawn and the place offered to another child. If the nursery is not full after the closing date (last day in February), places will be allocated as applications are received, until all places are filled.

Admission to Fernwood Nursery does not constitute any right to entry to Fernwood Primary School.

The Governors will consider all Nursery applications in accordance with the following criteria, set out in priority order. Length of time on any waiting list will not be taken into account. The closing date for applications is the last day of February prior to the child's Nursery start date.

Pupils who have an Education Health Care Plan, where Fernwood Primary & Nursery School is named on the plan will be admitted.

Places for Fernwood Nursery are allocated against the following criteria in order below:

1. Children who are looked after by a Local Authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order (see below)
2. Places will then be allocated to children who live within the Fernwood Primary catchment area, whose parents have requested a place at the Nursery and who, at the time of admission, will have a brother or sister attending the school (Reception to Y6)
3. Places will then be allocated to children who live within the Fernwood Primary catchment area and whose parents have requested a place at the Nursery
4. Places will then be allocated to children who live outside the catchment area whose parents have requested a place at the Nursery and who, at the time of admission, will have a brother or sister attending the school (Reception to Y6)
5. Places will then be allocated to other children who live outside the catchment area and whose parents have requested a place at the Nursery

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school (*calculated using Google Maps to measure walking distance from the school gates to the applicant's home*).

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6. If places remain available they will then be allocated to children of staff at Fernwood Primary & Nursery School who, at the time of admission, will have been employed by the school for 1 year or more.

Confirmation of home address

The child's home address is considered to be a residential property that is the child's **only** or **main residence** at the closing date for applications and is owned or leased/rented by the child's parent(s)/guardian(s) under a lease or written rental agreement. Where parental responsibility is held by more than one person and those persons live in separate homes, the child's home address is deemed to be that address at which the pupil lives for the greater part of the week (includes weekends as well as week days). If a child lives at two separate homes for an equal length of time, the home address will be taken as the address named on the Child Benefit letter. If the parent/carer's address is different from the child's address, the parent/carer will need to give details of the parent/carer's address and explain why the address is different from the child's.

As confirmation of the child's home address, parents/carers are required to provide **one** piece of original documentation **from each** of the categories listed below. Unless this documentation is received **by the school**, the application will be treated as out of catchment area:

Category 1 the following items **must** be dated within the last 12 months

- **Tenancy Agreement**
- **Solicitor's letter confirming house purchase completion**
- **Current Council Tax Bill** (will only be accepted if resident for over 6 months)

Category 2 – the following items **must** be dated within the last 6 months

- **Benefit letter** (i.e. Housing Benefit)
- **Bank Statement**
- **Utility Bill** (not including mobile phone bill)
- **Tax credit documentation**

Looked after children and previously looked after children

All schools must give highest priority within their admission criteria to children looked after by the local authority or children who were previously looked after but immediately after became subject to an adoption, residence/child arrangements, or special guardianship order. Carers need to indicate in their application whether the child is 'looked after' or was previously 'looked after'. If the child is 'looked after', carers will need to name the local authority responsible for the child and provide a letter from the social worker confirming the child's legal status. The letter should also provide the reasons for the preference for the school.

If the child was previously 'looked after' but is no longer looked after because they were adopted (or became subject to a residence/child arrangements order or special guardianship order) parents/carers must provide a copy of the adoption order*, residence/child arrangements order** or special guardianship order*** and the name of the Local Authority who were previously responsible for the care of the child.

*An adoption order is an order under section 46 of the Adoption and Children Act 2002.

**A 'residence/child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

***Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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Accuracy of applications

We want the application process to go as smoothly as possible, so parents/carers are asked to keep school updated about any changes to details which may affect their child's application.

Parents/carers are required to provide proof to confirm their child's home address. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate. If a place is offered on the basis of false information it may be withdrawn and offered to a child who has higher priority under the admissions criteria.

Admission to Fernwood Nursery does not constitute any right to entry to Fernwood Primary School. Parents/carers living in Nottingham City should apply to Nottingham City Council School Admissions for a school place in reception year at primary school.

Eligibility for full day sessions under the Government's 30 hour free childcare scheme

Parents will be required to provide school with their unique 11 digit eligibility code (obtainable from <https://childcare-support.tax.service.gov.uk>) in order to benefit from full day sessions. The Government require parents to reconfirm their eligibility every 3 months. In the case of parents no longer being eligible or where parents do not reconfirm their eligibility the Local Authority will notify school and a 'start up' grace period will be implemented. If a child remains ineligible at the end of the 'start up' grace period the full day Nursery place will be withdrawn and a half day session offered in its place where that is possible.

Absence & Punctuality

To ensure that our children have a settled start to each session and benefit fully from their time at our Nursery it is important that they arrive punctually and attend regularly. Punctuality is a requirement of most work places and social settings; early habit forming routines are an essential life skill. If parents feel that they are having difficulties with punctuality or attendance, please talk to our Nursery lead teacher.

Nursery places are held open for 20 school days for notified absences. If a child is absent for longer, their nursery place may be withdrawn and their name will put back on the waiting list. Frequent absence resulting in attendance being below 85% and/or frequent late attendance without satisfactory explanation will result in the loss of the Nursery place.

Transfer between sessions

We appreciate that some parents may be disappointed that they have not been allocated a place in the sessions (morning/afternoon) which they have indicated a preference for. We encourage parents to remain with the session they have been allocated so their child builds relationships with other children in the session and builds a routine.

We acknowledge that parents may request to transfer between sessions due to exceptional circumstances and the school will do their best to facilitate this where capacity allows.