



Westlea Nursery and Primary School
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<http://www.westleaprimary.co.uk>

Nursery Admission Policy 2022-23 3 and 4 year Old Provision

Westlea Nursery and Primary School is an Academy which means the Governors of the School are responsible for the admissions policy and arrangements. The school converted from Community to Academy status on 1st November 2013. The school agrees to comply with the requirements of the School Admissions and Appeals Codes and to Swindon Borough Council's co-ordinated scheme and Fair Access Protocols. The Nursery Class opened in September 2021.

We view each child as an individual, with individual personal, academic and life skill needs. Our aim is to provide for these needs within a rich, physical and personal environment and through the provision of a motivating and stimulating curriculum. Through new experiences that will enrich their lives and characters, they will be able to continually improve on their personal best and to achieve more than they ever thought possible. In a caring atmosphere where there is openness, respect, trust, good relationships and concern for each individual, we will endeavour to ensure that every child leaves this school feeling valued, valuable and well prepared for the life that awaits them.

Admissions Arrangements for 3 and 4 Year Olds

Parents can apply for a place at Westlea Nursery by contacting the school and completing an 'Expression of Interest Form'. We recommend that you enrol your child at least 3 terms before he/she is due to start, e.g. Easter starters should enrol by Term 2 (October half term). Children may be admitted to Westlea Nursery at the beginning of the term **following** their 3rd birthday.

Offer letters will be sent in the term before the child is due to start. If the Nursery is full, children will be entered onto a waiting list in order of enrolment date within their admission group. Families not offered a place will be advised that they have been entered onto the waiting list. Parents will be offered a choice of: morning or afternoon sessions or fulltime, depending on availability within the Nursery.

Parents will be invited to book their sessions with the Nursery Administrator before accepting their place. In the case of limited availability the Nursery reserves the right to reduce the number of sessions offered per family to maximize opportunity to each family in Westlea's catchment area or with siblings attending Westlea Primary School. In the event of the nursery having to cancel sessions the nursery will give as much notice as possible and any adjustments to fees due will be made. Any application for admission to the Westlea Nursery Class for September 2022 must be made through the school – Expression of Interest Forms are available from the school office.

Published Admission Number

The published admission number for the 3 and 4 year old provision in **September 2022 will be 25.**

Nursery Sessions

We offer 15 hours of universal funded and 30 hours extended funded pre-school education for eligible children in three hour sessions.

Sessions run Monday – Friday 09:00 – 12:00 or 12:00 – 15:00 during term time (38 weeks per year).

Lunch time for both sessions starts at 12.00 pm and there is a charge for the hot meal.

Admission Criteria

Priority is given to children of families living in the Westlea Primary and Nursery School catchment area www.swindon.gov.uk. If request for places exceeds the number of available places, then the following criteria will be applied:

Nursery

1. A child who has a statement of special education needs or Education, Health and Care Plan (EHCP) and for whom a place is requested by a professional outside agency.
 2. A looked after or previously looked after child.
 3. Any child who has a sibling attending Westlea Primary School at the same time as he/she is due to be admitted.
 4. Any child living within Westlea Primary School's catchment area.
 5. Any child not living in Westlea Primary School's catchment area.
 6. Children who live outside the catchment area will be allocated places in enrolment date order.
- The admission criteria are applied again for each admission intake (including applications which have been deferred). Parents will have the opportunity to visit the Nursery and discuss our admission arrangements before booking their place at Nursery.

Admission Procedure

1. Offers for 30 hour places are subject to the validation of the 'eligibility code', or will be charged at the published rate for non-funded sessions (£4.00 per hour).
2. The 30 hour codes need to be applied for the term before the child starts and have an 'eligible to' date within the term the child will be starting.
3. Parents' are responsible for keeping their 30 hour eligibility code in date.
4. Parents accept/defer/decline the offer. (Refusal of the offer of a place at any time does not preclude subsequent application). If an offered place has not been accepted by the parent/carer within 4 weeks of the offer date, it will be assumed that the place is not required, and the offer will be withdrawn.
5. On acceptance of a place parents and child are invited to visit the Nursery before the agreed start date.

Home address

The home address given on the Expression of Interest Form must be the address where the child resides for most of the week with his or her parent or carer. More than one address as the child's home address will not be accepted. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, Westlea Primary School will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the LA will determine the home address.

Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

Waiting lists

A place at Westlea Nursery does not guarantee a place at Westlea school and a separate application will need to be made. If your child is refused a place at Westlea Primary School, he or she will be automatically placed on the school's waiting list for the academic year for which the refusal relates. Names can only be removed from the list if a parent has requested, or if a place has been offered. Placing a child's name on a waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

Waiting lists are held according to the oversubscription criteria and no preference is given to the amount of time spent on the list. Your child could move up or down the list as a result as places are offered or other children join the list. Westlea Primary School will keep a waiting list for each year group for one academic year. Should a parent wish to stay on a waiting list for further years a new in-year application must be made.

Notice Period

Parents are requested to give 4 consecutive weeks (which includes holidays) written notice of intention to withdraw their child from the Nursery. Funding/fees are applicable up to and including the 28 day notice period and cannot be transferred to another provision. Emergency Sessions and Non-Funded Sessions Emergency sessions can be booked on the day or up to a week in advance.

Places are subject to availability and charged at the published rate for the Emergency session. Non-Funded sessions can be booked in advance for each term, subject to availability and in agreement with the Nursery Administrator. These sessions will be charged at the published rate for Non-Funded sessions.

Fair Access Protocol

Westlea Primary School recognises the Local Authority's Fair Access Protocols.

Charging Policy

All 3 to 4 year olds in England can get 570 free hours per year. If this is taken in term time only it works out as 15 hours a week for 38 weeks of the year, but you can choose to how to use the hours.

If you do not qualify for the additional funding all extra hours above 15 per week will be charged at £4.00 per hour and we will make you aware of this before you are invoiced.

Find out more:

Since September 2017, there is an additional 15 hours of free early education and childcare available for working parents for children aged 3 to 4 year olds.

To check your eligibility, check here:

https://www.swindon.gov.uk/info/20045/family_support_services/712/30_hours_free_childcare

Appendix 1 – Catchment area

