



# **Killamarsh Infant and Nursery School**

## **Admissions Policy**

**2024-2025**

## **SCHOOL NURSERY EDUCATION AGE GROUPS**

Nursery children are categorised as N1s and N2s. The provision they qualify for in our nursery will depend on their age.

**N2** – Children aged 3 at the 31<sup>st</sup> August but turning 4 during that academic year.

**N1** – Children aged 2 at the 31<sup>st</sup> August but turning 3 during that academic year.

## **NURSERY PROVISION**

Nursery age children are entitled to 15 hours of free funding per week. We aim to be flexible with our provision options in order to support families. We offer 26 spaces per session and three provision options:

- Option 1 – Monday to Friday mornings
- Option 2 – all day Monday, all day Tuesday and Wednesday morning
- Option 3 – Wednesday afternoon, all day Thursday and all day Friday

Working families may be eligible to get up to 30 hours of free childcare a week if they meet the following criteria:

- Both parents must be working (or the sole parent in a single parent family)
- Each parent must have a weekly income equivalent to 16 hours at national minimum or living wage
- Neither parent has an income of more than £100,000 per year

We allocate a limited number of spaces to the 30 hours of free funding and offer them to qualifying N2 children, if spaces are available.

Extra sessions can also be purchased at £10 per session, subject to availability.

The school reserves the right not to run an option on offer if it is not subscribed adequately.

## **NURSERY WAITING LIST**

We ask parents to register their child on our nursery waiting list as soon as possible as this will assist the school in making future plans. We require you to state on the waiting list form which provision option you would prefer for your child and also state any additional sessions you would like to request (e.g. 30 hours funding or purchased sessions). Parents should contact the school office or visit the school website to complete a nursery waiting list form. (Please note, registering your child on our nursery waiting list does not guarantee them a place when the child reaches nursery admission age).

## CRITERIA FOR ADMISSIONS TO NURSERY

In the event of over-subscription, the following criteria (in priority order) will be applied to determine which applications will be granted for the intake that has reached nursery admission age.

The criteria will be applied first to allocate sessions for the 15 hours of funding and then again to allocate additional sessions for the 30 hours of funding and the purchasing of additional sessions.

1. Children looked after by the local authority, or previously looked after children. (Or any instances where there is a safeguarding plan in place).
2. Children who were eligible to start the previous academic year but could not due to nursery being oversubscribed.
3. Children who live in the catchment area of Killamarsh Infant and Nursery School and who have one or more siblings who attend the school.
4. Children who live in the catchment area of Killamarsh Infant and Nursery School.
5. Children who live outside the catchment area of Killamarsh Infant and Nursery School but have one or more siblings at the school.
6. All other children.

## ADMISSIONS TO NURSERY

The above criteria will be applied to children on the nursery waiting list when they become nursery admission age. We welcome children to start nursery the term after their third birthday and will notify parents in writing to confirm the provision they have been allocated. The timings for this procedure are outlined below:

| If the child's 3 <sup>rd</sup> Birthday is between...         | The child will be due to start nursery in... | And their parent will be informed in writing by... |
|---|--|--|
| 1 <sup>st</sup> September 2024 - 8 <sup>th</sup> January 2025 | January 2025                                 | November 25 <sup>th</sup> 2024                     |
| 9 <sup>th</sup> January 2025 - 16 <sup>th</sup> April 2025    | April 2025                                   | January 27 <sup>th</sup> 2025                      |
| 17 <sup>th</sup> April 2025 - 31 <sup>st</sup> August 2025    | September 2025                               | June 23 <sup>rd</sup> 2025                         |
| 1 <sup>st</sup> September 2025 - 8 <sup>th</sup> January 2026 | January 2026                                 | November 24 <sup>th</sup> 2025                     |

Please note: the child's actual start date will be confirmed when parents are notified in writing. The admission to nursery timetable will be influenced by school INSET days and the provision your child has been allocated. If nursery is full and there are no spaces for intakes after September, parents will be notified as soon as the EYFS Lead is aware of this; parents will be informed that their child will enrol in nursery the following September.

## **SCHOOL PROCEDURE FOR NURSERY ADMISSIONS**

The following information outlines the procedure the school office and the EYFS leader will follow for nursery admissions:

- Parent completes nursery waiting list form at the school office or via school website. School office ensures parent indicates on the form their preference for provision option and, if applicable, their request for sessions beyond the 15 hours of funded provision (N2 children only).
- School office and EYFS Leader file the nursery waiting list form in the nursery waiting list folder in the school office, parent to receive email and information confirming their child is on the waiting list.
- At the start of every term the EYFS leader will allocate sessions to the children on the nursery waiting list.
- The EYFS leader will inform parents in writing of the provision their child has been allocated by the date detailed in the table above (this letter will also contain details of the home visit date and time).
- The EYFS leader will share the home visit timetable with the school office.
- The school office will give the EYFS leader any home visit reply slips returned to the school (or will forward details of children whose parents have responded via email or phone call).
- The school office will prepare the nursery welcome pack/s in time for the home visit/s.
- The EYFS leader and a nursery TA will carry out the home visits.

## **ADMISSIONS TO SCHOOL**

Children are admitted to infant school in line with Derbyshire County Council's admissions policy. If your child was born between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021 they will be eligible to start school (Reception) in September 2025.

Parents will be able to make their application on the Derbyshire County Council website from 11 November 2024. (The closing date for applications is 15<sup>th</sup> January 2025).

Parents will receive their offer on 16<sup>th</sup> April 2025. If you are unhappy with the decision you can make an appeal on the Derbyshire County Council website.

The criteria below will be used to fairly allocate children to their school place:

1. Children looked after by the local authority, or previously looked after children. (Or any instances where there is a safeguarding plan in place).
2. Children who live in the catchment area of Killamarsh Infant and Nursery School and who have one or more siblings who attend the school.
3. Children who live in the catchment area of Killamarsh Infant and Nursery School.
4. Children who live outside the catchment area of Killamarsh Infant and Nursery School but have one or more siblings at the school.
5. All other children.

### **SCHOOL OPEN AFTERNOON**

We understand that choosing an infant school for your child is a big decision and so to help you make your choice we warmly welcome you to visit us at Killamarsh Infant and Nursery School to have a look around and gather the information you need to help you decide. Applications for children starting infant school in 2025/26 will be available from mid November 2024. Parents will be informed of how to apply during the autumn term. For further details see the Derbyshire County Council Website: [Apply for a school place - Derbyshire County Council](#)

### **'IN-YEAR' APPLICATIONS**

Your child may need to move schools at a time other than when they are due to start infant school. This may be, for example, because you are moving address. You can apply online to change schools during the school year. This is called an 'in-year' application for admission to school and can be found online at the Derbyshire County Council website.

Policy written by Headteacher and EYFS Leader

Policy shared with and approved by school governors

This policy will be reviewed annually. Next review: July 2025