

# Nursery Admission Policy for Regent Farm First School

## Academic Year 2024/2025



The Governing Body is the Admissions Authority of this school and is responsible for determining the school's admissions policy.

At Regent Farm, we offer 15 or 30\* hours of free nursery provision to children who are 3 years old on or before 31st August 2024. These children will be eligible to start nursery in September 2024.

30 hours (Full Time): Monday – Friday 8.45 -3.15pm

or

15 hours: Monday/Tuesday (full day) & Wednesday am or Wednesday pm and Thursday/Friday (full day)

We also offer the chance to purchase extra morning or afternoon sessions depending on availability. If you pay for additional hours these accounts need to be kept up to date. If you fall into arrears we will ask for payment to be made, if this payment is not made your child's extra hours may be removed.

*\*Working parents may request 30 hours of free provision. Please see the eligibility criteria on the application form to see if you can access this extended provision.*

The number of places available in the Nursery in academic year 2024/25 depends on the sessions requested and staff ratios. We offer either a maximum of 26 places or 39, depending on the day of the week. For example, we allow additional children to attend on a Wednesday to help parents balance childcare and working commitments.

### How and when to apply for places

All applications for school places must be made directly to the school by completing an application pack. These can be collected from the school office or emailed to families. The application process opens from January 2024.

Applications for Nursery places for September 2024 must be submitted **by 15<sup>th</sup> March 2024**. We only operate a January intake for children if they have turned three and we have spaces available. You can contact the school office and be added to this waiting list during the Autumn term if you are interested.

We will send offers of nursery places on 22<sup>nd</sup> March 2024 and ask that you accept or decline this place by 19<sup>th</sup> April 2024. If an acceptance is not received by this date it will be assumed that a place is no longer required and the place will be offered to a child on the waiting list.

### Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time. If spaces are still available, your child will be offered a space in our nursery.

## Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

## How places will be allocated

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children who are currently looked after by a local authority (in care) in the UK, children who were previously looked after by a local authority in the UK or who appear to the admissions authority to have been in a state care outside of the UK, and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2024. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address.
3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child.

**Parents and carers should note that the allocation a place into the nursery class does not give a child priority for reception or guarantee a Reception place in the main school. All children need to apply to reception through the Newcastle City Council website.**

## Additional notes

- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. If the school is made aware of a dispute between parents all applications will be placed on hold and will not be processed until written agreement is provided from both parents or a Court Order is obtained confirming which application has priority.
- When applying for nursery, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example due to a separation) the address used should be where the child lives most of the time during the school week. Only one address can be used.
- A birth certificate must be shown to ensure the child is of the correct age to begin nursery.

## Waiting lists

For applications for Nursery places, the school will keep a waiting list and if any spaces become available we will contact you using the details provided. Places will be offered using the same criteria as above. We will try a family three times, by telephone and/or email. If we do not receive

an answer after this time it will be assumed the space is no-longer required and it will be offered to the next person on the waiting list.

## **Right of appeal**

Parents/carers who are refused a place for their child have a statutory right to appeal to the governors of school through the email [admin@regentfarm.newcastle.sch.uk](mailto:admin@regentfarm.newcastle.sch.uk)

## **Definitions**

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.