



BRIDGEWATER PRIMARY
Nursery Admissions Policy

Policy Ratified: January 2022

Next Review Due: January 2023

Version History

Version No.	Date	Author	Comments
1.0	Nov 17	T De La Fuente	Policy Created
1.1	Jan 22	H Atlas	Hours amended to reflect current opening times. Local Authority Name updated. Front cover and version table added.

Nursery Admissions Policy

Bridgewater Primary's Nursery School is able to offer places for up to 7.5 hours per day, term time only. The sessions offered each day are:

Session	Timings
Morning	8.30 am – 11.30 am
Lunch	11.30 am – 12.30 pm
Afternoon	12.30 pm – 3.30 pm
After School Club	3.30 pm – 4.00 pm

If spaces are available we will admit children after their 3rd birthday.

Allocation of spaces

The offer of September places will coincide with the Local Authority offer of Reception places, usually the middle of April.

The offer of January places will take place in October with the offer of places for April taking place in January.

In most circumstances we aim to have termly admissions and to encourage children to attend until they get their primary school place. This is in order to minimise disruption and to support induction arrangements. However, if spaces are available and with the agreement of the Head Teacher, children may be admitted at any point during each term and may be given a place as soon as they have had their 3rd birthday.

Children will not continue with an allocated nursery place at Bridgewater Nursery School beyond the end of the current school year (July) in which they turn 4 years old. At this age, although not necessarily of statutory school age, they must have applied and allocated a school place in order to join the Early Year's class at Bridgewater Primary or another school. The school may consider offering places to children who have deferred their entry to school until they are 5 due to exceptional circumstances.

If applications for nursery places exceed the number of available places, Bridgewater Nursery School will apply the following criteria in making allocations.

Priority will be given to:

1. Looked after children.
2. Children with a particular compelling educational and/or social or medical need as referred by a professional eg social worker, speech therapist, health visitor or doctor.
3. Children with a sibling at the school when the child is due to be admitted. A sibling is a brother or sister which, for admission purposes, means brothers, sisters or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.
4. Children living within the school's catchment area (determined by the shortest distance, as the crow flies).
5. When filling remaining places mid-term, referral will be made to those children on the previous term's Consideration List that are in receipt of funding.

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Bridgewater Primary School, Bridgewater Drive, Northampton, NN3 3AF.

Applications can be made at any time from birth. A 'Consideration List' will be kept by the school of names, addresses, date of birth, telephone number and date registered for children who are interested. Parents will be asked for the child's birth certificate. Please note that this does not constitute a promise of a place in the nursery. It is the parent's

responsibility to ensure that the contact information kept by the school is accurate and up to date.

Application for part time places (free entitlement) will be allocated before consideration is given to the allocation of full time places to comply with the Government's guidelines.

The Consideration List will not operate places on a 'first come first served' basis. The length of time children are on the Consideration List in no way influences the decision regarding places.

Unsuccessful applicants will be considered with the next group of applicants.

It should be noted that a place in the nursery does not automatically guarantee a place at Bridgewater Primary School and parents must still go through the West Northamptonshire County Council's admissions process for admission into the school.

Parents who accept a place will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session Bridgewater Nursery offers.

Children must attend a minimum of three morning or afternoon sessions at Bridgewater.

Extra sessions are to be requested in writing and, if there is availability.

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks attendance punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may

be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parents.

Policies are reviewed annually and significant changes will be advised to parents through either the newsletter or ParentMail. Copies of all policies are available through the Nursery Leader.