



# **Nursery Admission Information**

Updated April 2020

Review date April 2021

## Admission to Nursery

The academy is responsible for part-time admissions to the Early Years Foundation Stage and have agreed to follow the Early Years Part-time Admissions Policy set by Wakefield Local Authority.

Outwood Primary Academy Bell Lane has a 26 place nursery. This means that a maximum of 52 part-time children can be admitted. Admission of children is usually for the period of 5 mornings or 5 afternoons unless other circumstances do not allow. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Principal.

### Applying for a Place

Children are admitted to our Nursery in the term following their 3rd birthday.

Please see below for the admission months:

<b>Period of 3rd Birthday</b>	<b>Month of Part-time Admission</b>	<b>Term of Part-time Admission</b>
I April – 31 August	September	Autumn
I September – 31 December	January	Spring
I January – 31 March	After Easter	Summer

N.B. April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

Applications can be made from birth up to the dates listed below. Please complete a Nursery Admission application form and return this to the academy before the end of the application period shown below.

<b>Month of Part-Time Admission</b>	<b>Application deadline</b>	<b>New Starter Meetings</b>
September	Last day of May	July
January	Last day of October	December
After Easter	Last day of January	March

## **Allocating Part-time Places**

All applications received up to and including the dates above will be considered. If we receive more applications than places available, children will be admitted following the Wakefield LA Admissions Criteria:

1. Children under Special Educational Needs statutory assessment, or with an Education, Health & Care Plan (EHCP) which names the school
2. Children in public care (Looked After Children)
3. Children who live in the school's catchment area or parish area, who also have brothers or sisters attending the school at the time of admission
4. Other children who live in the school's catchment area
5. Children who live outside of the school's catchment area but have brothers or sisters in attendance at the school
6. Other children by age order (admitting the eldest first)

"Brothers and sisters" includes step-brothers or step-sisters. They must live at the same address and be attending the same school, or a school on the same site, on the date of admission.

In all categories, when decisions have to be made between children satisfying the same criterion, children should be admitted in order of age, with the eldest admitted first.

Parents/Carers will be informed in writing within 2 weeks following the application deadline of whether their child has been given a place, their start date and whether they have been offered a morning or afternoon place. Further information will then follow regarding new starter meetings.

If your child does not receive a place, you may request for their name to be added to the waiting list. Applications received after the specified deadlines will only be considered after all other applications have been dealt with and children of late applications will be placed on a waiting list in the order in which they appear following the admissions criteria.

It is the responsibility of the parent/carer to ensure that the application form is completed and returned to the academy.