



New Town Primary School

## Nursery Admissions Policy 2024-25

All three and four year olds are entitled to 15 hours free early years' education per week for 38 weeks per year at a registered provider. This entitlement commences from the term after their third birthday where places are available. However children can be added to the waiting list from their second birthday.

To register on the waiting list:

- Please download an application form from the school website [www.newtown.reading.sch.uk](http://www.newtown.reading.sch.uk)
- Complete and return the application form with the child's birth certificate and any related passports and visa (If non UK citizens).
- Your child will be added to the waiting list and we will be in contact once your child is eligible and has been allocated a place.

### Admission Committee

Each school year the Governing Body will establish a committee, which has delegated powers to administer Nursery admissions. The committee will consist of the following members:

- One Governor
- The Headteacher
- A member of staff nominated by the Headteacher

The committee will meet termly to decide the allocation of places for the following term.

### Attendance

Sessions will be either mornings or afternoons Monday to Friday and parents are asked to add their preference to the application form, however, this choice is not guaranteed. Children are expected to attend every day unless unwell and to be dropped off and collected on time.

The session times are:

Morning: 8.45 – 11.45am

Afternoon: 12.30 – 3.30pm

Holidays in term time are not permitted and any request for leave in exceptional circumstances must be applied for by completing the school form. The same high expectations of attendance are in place as for those with a school place FS2 to Y6, and we expect pupils to aim for a minimum attendance of 95%. If a child is absent for an extended period the school reserves the right to reallocate the place to another child on the waiting list after 20 days of absence.

### **30 hour Nursery Places**

We have places available for eligible pupils to attend nursery for 30 hours per week plus a paid-for lunch session, so they attend 8.45am-3.15pm daily. Families request a full-time place by downloading an application form from the school website [www.newtown.reading.sch.uk](http://www.newtown.reading.sch.uk) and applying for funding through [www.gov.uk](http://www.gov.uk). These places are Monday to Friday term-time only and are conditional on parents reconfirming their eligibility every three months and keeping up with payments for lunchtime staffing.

### **Application deadlines**

Applications should be received no later than:

For commencement in the Autumn Term: 31st May

For commencement in the Spring Term: 31st October

For commencement in the Summer Term: 28th February

Parents / Carers will be notified of the allocation of a place by:

For commencement in the Autumn Term: 31st June

For commencement in the Spring Term: 30th November

For commencement in the Summer Term: 31st March

### **Late applications**

Late applications will be considered after all those received on time have been dealt with.

### **Over-Subscription Criteria**

When the number of applications for admission exceeds the number of places available the following criteria will apply in order

1. Children in care of a local authority
2. Children with exceptional medical, education or social needs supported by written evidence from an appropriate professional
3. Children, starting with the oldest, whose home address in the designated area for nursery admissions
4. Children who have siblings who will be attending the nursery/school at the time of admission.
5. Oldest child by date of birth

**Deferring the place**

If parents/carers do not wish to take up the place offered for that term they cannot hold that place. They will need to re-apply for admission for the following term.

**Admission to the school**

**There is no automatic admission into the main school from a Nursery class.** At the appropriate time Reading Borough Council will send application forms through the school for parents.

**Multiple Births**

Places are offered according to the oversubscription criteria. In the event that it is possible to offer a place to one child and not others we would work with the children's parents /carers to find the best solution for them and for their children. This would take into account the possibility of another place becoming available.