



## LYNCREST PRIMARY SCHOOL NURSERY UNIT

### Admission Policy

#### **Introduction**

A child can be considered for a place in a nursery class from the start of the term following the child's third birthday and until they reach school age (4+) and attend a Reception Class.

The Lyncrest nursery has 52 part time places and operates two sessions normally of 3 hours each day or 26 full time (30 hour) places. This means that 26 children can attend in the morning and 26 children can attend in the afternoon. Children attend for either five morning or five afternoon sessions per week or five full days each week.

If you would like your child to come to this nursery, you must complete an application form and send or bring it to this school when your child is 2 years old, or as soon as possible after that. Applications are welcomed throughout the year and we encourage parents/carers to submit these as early as possible to secure a place on the waiting list.

Places are allocated depending on entitlement and in turn by term of eligibility in accordance with the following admissions policy:

#### **Admission Criteria**

Applications to the Nursery are accepted from anyone living within the Northampton area.

Places will be offered by term of eligibility to receive funding for 3 year olds, linked with the following criteria:

- 1<sup>st</sup> priority children in care or being looked after
- 2<sup>nd</sup> priority new applications from children with siblings in school
- 3<sup>rd</sup> Priority all other applications from children in areas with postcodes starting NN5 5...
- 4<sup>th</sup> priority all other applications

Children in the academic year before they start school (N2) will be given priority for Nursery places over younger children (N1). Younger children can attend the nursery for more than one academic year and will be allocated a place if available. If they are eligible to start Nursery during their N1 year but there are no places, they will be prioritised for the new academic year (their N2 year).

If there are sufficient places there will be additional admissions in January for pupils born 1<sup>st</sup> September – 31<sup>st</sup> December inclusive, following the above criteria.

If there are sufficient places there will be an additional admission at Easter for pupils born 1<sup>st</sup> January – 31<sup>st</sup> March inclusive.

Pupils may start at the beginning of term or sooner if head teacher agrees.

Regular attendance is required to maintain a place in Nursery.

If you believe you are eligible to 30 funded hours of provision for your child, it will be necessary for you to complete the HMRC online eligibility checker. These checks must be completed by parents/carers wishing to access 30 funded hours and re-checks must be completed every 3 months. The initial check must be completed in the school term before your child is eligible to start the funded place, once places have been allocated parents/cares will be contacted to ensure they have accessed the site. Upon completion you will be given an 11 digit reference which must be provided to the school along with the national insurance number of the parent/carer completing the online check. This is then confirmed by us in preparation for your child joining the nursery.

We will update parents/carers are required with information and reminders when needed.

**Please note, admission to the Lyncrest Nursery does not guarantee automatic admission to Lyncrest Primary School.**

**Transition**

Upon admission to the nursery, all parents will be offered a “home visit” to:

- Familiarise the family to the Nursery staff to help the child to understand that Nursery staff are “safe” and are trusted by the family.
- To give families an opportunity to meet staff in a familiar setting and to ask questions or discuss any concerns they may have.
- For all to feel comfortable and get to know medical issues or other individual needs the child may have.
- For Nursery staff to get to know the child and family.

**Pupil Premium Funding**

Children in Early Years are also eligible to apply for Pupil Premium funding which provides the school with additional funds to support children's learning and development. The criteria is as follows:

<b><i>Do you receive one of the following?</i></b>	<b>or</b>	<b><i>Has your child been:</i></b>
Income Support		Been looked after by Northamptonshire County Council for at least one day
Income Based Job Seekers Allowance		Been adopted from care in Northamptonshire
Income-related Employment and Support Allowance; Support under Part VI of the Immigration and Asylum Act 1999		Left care through special guardianship; and subject to a child arrangement order setting out with whom the child is to live (formerly known as residence orders) in Northamptonshire
The guaranteed element of State Pension Credit		
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)		
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit		

If you can answer yes to any of the above, please check your eligibility on the Northamptonshire County Council Website