This policy sets out how the admissions system works for the Britannia Primary School Nursery. We are committed to providing a fair and open admissions system where each applicant is considered fairly and objectively. Our nursery is able to offer 26 morning places for 15 ours per week, term time only. Sessions are each morning from 9.00am - 12 noon.

Any child can attend Britannia Primary School Nursery, places are offered in date order of birth order, oldest to youngest.

1. Applications for the School Nursery are dealt with through the school. All children aged 3 and 4 are offered a free nursery place for 15 hours per week. If spaces are available, we are able to admit children in the autumn term after their third birthday.

2. The offer of places for September will coincide with the Local Authority offer of Reception class places, normally end of spring or early summer term.

3. We will not permit pupils to continue with any allocated nursery place at Britannia Nursery beyond the end of the current school year (July), in which they turn four years old. At this age, although not necessarily of statutory school age, they must apply and be allocated a school place in order to remain in the early year’s class.

4. If applications for nursery places exceed the number of available places, Britannia Nursery will apply the following criteria in making allocations in the following order:

   Priority will be given to:
   
   - Children with Special Educational Needs (SEN). Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.).
   - Pupils in public care (Looked After Children) who are looked after at the time of application for a school is made or will be looked after at the time when the child is admitted to nursery.
   - 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 and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.)
   - Date of birth priority, with oldest children admitted first. This will mean all children have an equal opportunity, regardless of where they live, of accessing provision for a similar length of time prior to compulsory school age.
   - Distance: Remaining places will be allocated based on proximity to the school using the shortest radial route (straight line distance).

   Tie Break-If it is not possible to distinguish between applicants in a particular category (a tie break) the school will resolve this through a random ballot.

7. Applications can be made at any time from birth. ‘A consideration list’ will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

8. 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 decisions about places.

9. Parents will be asked for the child’s birth certificate and proof of address.

11. It should be noted that a place in the nursery does not automatically guarantee a place at Britannia Primary School and parents must still go through Suffolk County Council’s admissions process for admission into the school.
12. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Britannia Nursery offers. Should they wish to use some of their hours elsewhere, this may be done with the agreement of the head teacher.

13. If attendance and punctuality is poor or erratic the nursery teacher 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 should be recorded and dated in the child's folder. If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the head teacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

14. If a child is absent for a period of three weeks and no mitigating circumstances, such as illness certified by a doctor, have been offered, the child may lose their place and it may be offered to someone else. This will be decided by the head teacher, and a letter explaining the situation will be sent to the parents.

15. Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Britannia Primary School within 10 days of written notification from the school.