

Keyworth Primary School Admissions Policy for Keyworth's Little Stars Nursery and Keyworth's School Nursery.

This policy sets out the admissions to Keyworth Primary School Nursery, and Keyworth Little Stars Nursery. Please note, children who attend Keyworth Primary School Nursery will not automatically transfer to the main school. Parents and carers must apply separately for Reception through Southwark LA. Even if a child has a nursery place we cannot guarantee he/she will automatically be offered a place in Reception at Keyworth Primary School.

Admissions to Keyworth's Little Stars Nursery

Keyworth Primary School's Little Stars Nursery provides childcare and preschool education for families of 2 year olds who are eligible for a government-funded place.

Keyworth Little Stars opened in May 19 and for the academic year of 2018/19 has a capacity of 8 free morning places. The current capacity will be reviewed in the summer term 2019, with the potential to increase place size dependent on the uptake of places.

From the term after their second birthday, some children are entitled to 15hrs of free Early Years education per week during term time. The free hours are given by the Local Authority (L.A.) and can be applied for online or via a paper application form which is available at the school office.

Once the initial application has been made, the office will ask to see receipt of an email and application/eligibility code. The school will not offer parents a free 2 year old place unless parents are able to provide a confirmation of eligibility email/letter **and** a 2 year old eligibility code beginning with TYF210XXXXXXXXXXXX.

All children attend the morning session 9am- 12pm 5 days a week during term time. Children are eligible to transition into Nursery when spaces become available throughout the year.

Children will transition into Nursery in the following way:

Step 1- child will visit Nursery with parent and stay for 1 hour

Step 2- Child will visit with parent and stay for over an hour

Step 3- Child will visit, when settled parent will leave.

The timescales for Step 1-3 are at the discretion of Nursery teachers based on how each child settles into the 2 year old provision.

Once children have been accepted into the Keyworth Little Stars provision, they are automatically enrolled into our nursery for 3 and 4 year olds. Children transition into the main nursery the term after they turn 3 years of age.

Applications for Keyworth's Little Stars can be made through the School Office once a child has reached his or her 1st birthday.

Keyworth Primary School Nursery

From the age of 3 all children are entitled to 15 hours of free Early Years education per week during term time. At Keyworth nursery we have 10 morning places and 10 afternoon places. We have 24 full time places in our Nursery class. We aim to ensure that all sections of our community have access to our Early Years provision through open, fair and clearly communicated procedures. Keyworth School are able to give 25 free full time Nursery places per academic year. 9 of the full time places in the nursery will be allocated by the school to children identified as having particular need of full time provision.

Children who are not allocated a place in nursery will be placed on a reserve list and may receive a place if one becomes available during the school year.

In addition to this, Keyworth Nursery also accepts children of families who are eligible for the free 15hrs of childcare. Parents can check their eligibility using the Southwark's local authority website. If parents are eligible, they will be given a code. This entitles parents to a free half-day Nursery session in addition to their statutory free 15 hours per week. We ask that the 15 free hours be used by attending a full day in Nursery.

Nursery children are able to stay for lunch at Keyworth Primary School. Children who stay for lunch are given a hot meal at a cost of £2 per day, £3 is charged for lunchtime supervision. If parents wish to make their child a packed lunch, the £3 cost will still be applied for lunchtime supervision. Parents are also able to take their child home for lunch where no cost will be applied.

Children are eligible for admittance to nursery in the term following their 3rd birthday. Applications are made by completing an application form available from the school office.

If the nursery is oversubscribed the following criteria will be used to allocate places:

- Children in the care of the local authority (Looked After children) or who have previously been in Local Authority care.
- Children of staff working at Keyworth Primary.
- Children who are attending Keyworth's 'Little Stars' at the time of application and are still attending at the time of transition to the school nursery.
- Children with siblings already attending the school, who will still be on role at the date of admission of the new pupil (Siblings refers to other children living in the family unit at the same address). This includes children who have a sibling who have been allocated a reception place, even if they have not yet started school.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local Authority and the school that these can be best met at Keyworth Primary, supported by current written evidence from an appropriate professional.
- Children for whom Keyworth Primary is the closest nursery setting (measured as the crow flies from the main school gate).

