

# Ann Bernadt and Nell Gwynn Federated Nursery Schools



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*Working in Partnership With  
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Southwark Early Years Education Development in Schools*

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*Lynne Cooper, Executive Head Teacher*

## **Admissions, Attendance and Transfer to Primary School Policy**

### **Striving for Excellence**

### **Admission to Two Year Old Offer**

The Local Authority (LA) currently funds 15 hours of nursery education for 2 year olds who meet the criteria set out below:-

Children, who meet criteria for free schools meals, i.e. have a parent/carer are in receipt of:

- Income Support
- Income based Job Seekers' Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (with an annual gross household income of no more than £16,190)

### **OR**

- Children who have a parent in receipt of Working Tax Credits and with an annual gross household income of no more than £16,190;
- Children who are looked after by the local authority;
- Children who have left care through special guardianship or an adoption/residence order;
- Children with a current statement of Special Educational Needs or an Education, Health and Care Plan;
- Children that attract Disability Living Allowance.

Eligible parents/carers need to apply to Southwark Council (forms are available from the school office) to see if they are eligible, before applying for a 2 year old place at any of the nurseries.

### **Admission from Day-Care to Nursery Education**

Children who attend the under 3's service have priority for a nursery place under the three year old offer, above all others.

Children transfer into the 3-5's in the term following their third birthday.

### **Admission into Nursery Education for children aged three to five**

The government funds 15 hours of nursery education for all 3 year old children from the term following their 3<sup>rd</sup> birthday. These 15 hours are delivered to your child by attending for 4 two and a half hour sessions (either am or pm) and one full day.

### **How We Allocate Places**

Children who reside in the London Borough of Southwark are given priority over those who are outside the borough.

Applications are assessed with particular consideration to: -

- whether they have previously attended through the two year old offer
- "looked after" children
- children with educational, medical, or social need supported by professional documentation
- children who have or who have had sibling/s attending the nursery
- children for whom either nurseries provides the nearest location to their home.

### **How to Register Your Interest**

If a child is not already at the nursery in the two year old offer, he or she may be placed on the waiting list at the age of two years.

You will need to visit our school office and complete the relevant registration form.

If a family is initially unsuccessful in obtaining a place for their child they may ask for their child's name to be placed on the waiting list in case a place becomes available.

### **Attendance at Nursery Level**

Both nurseries follow the usual three-term year for nursery provision.

Although Nursery is non statutory, parents/carers are discouraged from taking their child out of nursery during term time unless this is unavoidable.

Places cannot be kept for children who are frequently absent, or absent for an extended period, without an acceptable reason.

Documentation needs to be provided if a child is attending hospital or clinic appointments.

## **Monitoring Absence**

Parents must inform the Nursery if their child is unable to attend a session. If the Nursery has not received any information regarding a child's absence the Nursery will phone the contact numbers on the child's first day of absence. The office will inform the Head of any unauthorised absences. If there are any safeguarding concerns the Designated Person will take appropriate action or seek advice.

If a child has poor attendance or consistently poor time-keeping the Nursery will take appropriate action to support the family and identify the issues causing poor attendance or lateness. The Nursery is committed to having a multi-agency approach and will actively engage with all other services involved with the family to encourage improved attendance.

## **Transfer to primary school**

Children are required by law to go to primary school the term after their fifth birthday. To access provision parents/carers need to complete an online application form.

If your child is offered a place at the school before they are of compulsory school age you can request that:

- Your child attends part time until s/he reaches compulsory school age or
- That their entry be deferred until later in the same academic year or until the child reaches compulsory school age

There are important deadlines which parents/carers need to keep in mind. If these dates are missed, the chances of being offered a place at a preferred school will be reduced.

## **Parents/Carers to note:**

### ➤ **September**

The admissions process begins and parents/carers will be able to apply online using the [eAdmissions](#) website.

### ➤ **January**

Closing date for submitting an online application.

Parents/carers must ensure that the LA has received their online application alongside any additional supporting information.

### ➤ **April**

Offer letters will be posted from the LA by first class, to all parents/carers who have applied on time.

Parents/carers will also be able to view their offer details in the evening on the [eAdmissions](#) website.

### ➤ **30 April**

If parents/carers wish to reject the offer of a school place allocated to their child, they must complete and return the notification slip attached to their offer letter by this date.

No action is required if they want to accept the school offered to their child.

For further information please view the [Starting primary school in Southwark brochure](#).

It is every parent's legal right to accept the offer of a reception place in September but defer the uptake until January if the parent wishes their child to continue to attend nursery school.

Children who attend either a reception class or nursery class follow the same Early Years Curriculum.

Staff at Ann Bernadt and Nell Gwynn Nursery Schools prepares children for the transition by means of discussion, role play and visits. The reception teachers from several of the local primary schools visit children at both nurseries, and offer them an opportunity to visit their new class before they leave.