



## Nursery Admissions

This policy outlines the procedures for admissions into the Mayflower Federation's Nursery classes. We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or the sexual orientation of their parents.

The Mayflower Federation offers nursery places in groups of 13 pupils at a time (13, 26, 39, 52). This is to ensure the appropriate staff: pupil ratio in line with the statutory guidance of the early years foundation stage (EYFS). The numbers of children admitted to the nursery comply with the legal space requirements set out in the EYFS framework.

Phoenix – A maximum of 52 places

Ilderton – A maximum of 26 places

Should a parent/ carer wish to apply for a Nursery place, then they should contact the school office who will be able to provide an application form. Applications into Nursery should be made between the start of November until the end of February for a September 1<sup>st</sup> enrolment. At the Mayflower Federation children will be admitted to Nursery the September after their third birthday.

In exceptional circumstances, and only if there is availability, a child may start in the term they turn three. However, this will mean that they repeat Nursery the following academic year as children cannot be admitted to Reception until the September following their fourth birthday.

### Admission Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked after children, or those who have an allocated social worker who has provided written support of the application
2. Children who are recommended for a place at the school by the Disability or Locality TAC (Team around the Child)
3. Children with professionally supported educational, medical or social needs\*
4. Children with a brother or sister currently attending the school and who will still be at the school when the child is admitted
5. Working parents who are eligible for 30 hours of free childcare who provide their eligibility code to the school.
6. Children who live nearest to the school on the basis of distance between the child's home and the school, measured by a straight line

\* When deciding whether to admit a child with an educational, medical or social need, the Headteacher will consider the child's needs or circumstances, supporting evidence from other professionals, and the availability of nursery classes in neighbouring schools.

### Waiting List

In the event of excess applications and a child is not successful in gaining a place through the application process, parents/ carers will be informed in writing and an offer to place the child on our waiting list will be made. The waiting list is held in criteria order. If a place becomes available, the school will contact the parents of the child who is next on the waiting list. Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the admission limit.

### Full Time Places

At the Mayflower Federation we offer full time places for all pupils in Nursery. We invest heavily in children's early education as we believe that this provides the best start to a child's learning and has a significant impact on the next stage of their education. Whilst all children aged between 3 – 4 years are eligible for 15 hours of free childcare, the schools more than double this allowance with children accessing Nursery education for 32.5 hours per week.

To support the school with funding full time Nursery places, we ask all working parents to apply for 30 hours free childcare and to renew the 30 Hours Code every 3 months.

### Settling in Period

Children begin Nursery at the Mayflower Federation with a phased entry. Children start on different dates/ times to allow them to settle easily. Part time sessions allow children to build confidence and feel happy in their new surroundings. At the Mayflower Federation, we want to ensure that children feel happy and safe. Some children may take a little longer to settle in than others. We ask all parents to be patient with their child and the staff at the beginning of the term. In the event of a child becoming distressed after their parent has left, we ask a family member to return to Nursery and stay to play with their child.

In some special circumstances, an individual settling in plan may need to be arranged. This will be dependent on how the child settles into the nursery routines as we want to limit separation anxiety. Some children find a full school day challenging or distressing, as nursery education is not statutory, the school may decide that a part time place is more beneficial for your child's emotional well-being. Decisions will be reviewed on a termly basis, in conjunction with professional advice from specialist staff, for example, a speech and language therapist.

### Admission to Reception outside your child's normal age group

At the Mayflower Federation, we are committed to ensuring all children start school when they are ready and for the transition to take place at the right time for each child. We will endeavour to support families throughout this process. In some instances, where a child is summer born or has suffered from particular social or medical issues which have impacted on his or her schooling, the school may suggest to their parent that their child would benefit from repeating nursery. This would mean that the parent requests admission to Reception

outside their child's normal age group. For further information and the process for making such requests, please read Southwark's [policy on admission of children outside their normal age group](#).

### Punctuality and Attendance

Whilst children are not of statutory school age in Nursery, reference should be made to the school's attendance policy, as expectations remain similar. Children are expected to arrive on time for Nursery and should be collected promptly. Punctuality and attendance are continually monitored. Persistent absence may result in the place being withdrawn, or reduced to 15 hours.

**IMPORTANT:** Please note that admission to the nursery class does not guarantee admission into Reception. An application should be made to the local authority in the year that your child turns 4 (deadline 15<sup>th</sup> January). Please click on the link below for further information about admissions into Reception.

<https://www.southwark.gov.uk/schools-and-education/school-admissions/primary-admissions/applying-for-a-primary-school-place>