

Nineland
Primary School



East Garforth Primary
Academy

**NURSERY ADMISSIONS
POLICY INFORMATION 2017-2018**



Last updated March 2017

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Introduction

The primary schools at East Garforth, Green Lane, Ninelands and Strawberry Fields formed a collective nursery group with a common admissions policy and application procedure. This policy first took effect from December 2011 for nursery admissions in September 2012 and thereafter.

The nursery group's admissions policy was originally formulated after consultation with the Early Years section of Children's Services at Leeds City Council, updated in August 2016 in conjunction with Early Years Sufficiency Team, Children's Services, and Leeds City Council in accordance with the national Nursery Admissions Code.

Since September 2011 all children have the right to free nursery provision from the term after they become 3 until they start primary school, up to a maximum of 15 hours a week (570 hours per year, spread over at least 38 weeks).

All parents / carers must follow the application process. Once a place has been offered at one of our nurseries, parents and the nursery will need to agree how the hours are to be spread over the week. We will use the preferences indicated on the application form for the hours you would like your child to attend nursery in order to allocate your session as soon as possible following your formal offer of a place. It should be noted however that we cannot guarantee to be able to meet all requests for preferred hours/sessions and you are encouraged to be as flexible as possible when completing your options. Where there are more requests for the same session than places available the oversubscription criteria on page 5 will be used to allocate sessions:

Should parents request children's lunches or extra nursery hours, this will incur a charge and must be arranged with the individual nursery. The charges for all five nurseries are as published in this brochure (see information on individual nurseries).

Applications

Parents and carers are strongly advised to carefully read the information and advice given in this brochure and on the application form before completing their application.

Three nurseries should be entered onto the form in order of preference. It is important to take into consideration the criteria used to allocate places (see admissions policy) and to be realistic. Our nurseries normally only accept new starters at the beginning of a term. Please refer to the table on the next page which shows the earliest time your child can start at nursery.

Applications will only be accepted through the application form, which will be available from any of the schools, or online http://www.ninelands-school.co.uk/ftp/uploads/info/nursery_app_form.pdf or from Mrs J Kirkpatrick, Nurseries admissions officer (email: nurseriesadmissionsofficer@ninelands-school.co.uk). Completed application forms should be returned as specified on the form.

Dates and deadlines for Applications are summarised in the table on page 3.

Applications

PLEASE NOTE THAT TO START NURSERY IN SEPTEMBER 2017, JANUARY OR APRIL 2018, APPLICATIONS SHOULD BE RECEIVED NO LATER THAN;

JANUARY 15TH 2017

To start nursery:	Child's third birthday must be:	Apply:
January 2017	Between 1st September 2016 – 31st December 2016	October 1st -31st 2016
April 2017	Between 1st January 2017 – 31st March 2017	October 1st -31st 2016
September 2017	Between 1st April 2017 - 31st August 2017	November 1st 2016 - January 15th 2017
January 2018	Between 1st September 2017 – 31st December 2017	November 1st 2016 - January 15th 2017
April 2018	Between 1st January 2018 – 31st March 2018	November 1st 2016 - January 15th 2017

- The processing of all applications will be done centrally by the nursery admissions officer. Any queries should be addressed to her (see contact details on Page 5).
- All places will be allocated strictly in accordance with this admissions policy. The criteria listed in the Admissions Policy show how children are allocated places and in what order.
- A place at only one nursery will be offered.
- Parents will be notified of the place being offered by email, using the email address they gave on the application form. Letters will be sent where no email address has been given.
- To start nursery in January 2017 offers of places will be issued mid November 2016 and to start Nursery in April 2017, offers of places will be issued early February 2017.
- Thereafter, to start nursery in September 2017 offers of places will be issued late April 2017, in January 2018, early November 2017 and to start nursery in April 2018, in early February 2018.
- Offers are issued nearer the start date to ensure accuracy of place and session availability.

- Please note some of our Nurseries become over-subscribed for the September intake so places may be unavailable to start in either the following January or April.
- Parents need to accept the offer of the place by contacting the individual nursery directly on or before the date advised within their offer letter.
- Additionally, parents / carers will need to contact the school nursery directly regarding the sessions their child is to attend. It is in parents' interest to do this as soon as possible.
- Failure to accept the place could lead to the offer being withdrawn.
- In compliance with The School Admissions Code (Section 86 (1A) of the SSFA 1998.19) we reserve the right to request a copy of the shortened birth certificate or adoption order confirming your child's date of birth once an offer of a place has been made.

Admissions Policy

**PLEASE NOTE THAT A PLACE IN ANY NURSERY DOES NOT
AUTOMATICALLY QUALIFY A CHILD FOR A PLACE IN THE
PRIMARY SCHOOL.**

**THERE IS A SEPARATE APPLICATION PROCEDURE FOR PRIMARY
SCHOOL PLACES.**

If the number of applications does not exceed the number of places available, all applicants with a first preference for that nursery will be granted a place there. Should there be more applications than available places (oversubscription) at any of the nurseries, the following oversubscription criteria will be used to allocate places:

Criteria 1

Children with special educational needs who have an Education Health and Care Plan (EHCP) will be allocated a place at the nursery prioritised by the parents or carer unless the nursery is unable to meet the special needs of the child.

Criteria 2

a) Children fostered or looked after under an arrangement made by the local authority. Also included in this group will be children who have been adopted during the twelve months preceding the submission of the application form.

b) We will also allocate places to other children without an Education Health and Care Plan (EHCP) who have exceptional medical or mobility needs. Applications must be supported by a letter in writing from a doctor or other relevant professional. Each case will be considered on its merits.

Criteria 3

Children with brothers or sisters who will be on roll at the chosen nursery or school **at the start of the term when the applicant's child is to start**. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date. (See note 1)

Criteria 4

Children for whom the preferred nursery is the nearest. (See notes 2 and 3)

Criteria 5

Any other children.

Tie break

In cases of oversubscription, within each criterion remaining places available will be allocated according to distance. Therefore children living closest to a nursery will be allocated a place before those who live further away.

Waiting lists

When a parent receives notification of a Nursery place offer, should their preferred nursery be unavailable and an alternative nursery place offered is unacceptable or unavailable, parents or carers may then request that their child's name is entered onto a waiting list for a nursery. Places which become available will be filled from the waiting list, giving priority in accordance with the criteria of this admission policy.

Late applications

Late applications will be considered and processed after all on-time applications. Where places are available and a late application form has been received, for example, should a family move into the area during a school term or where a child is eligible to start imminently due to their date of birth, a place may be offered in accordance with the criteria of this admissions policy and a start date outside of the normal beginning of term start dates may be agreed in consultation with the individual nursery preferred.

Details and explanations

Note 1

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

Note 2

The distance between home and the nursery is measured as a straight line between the centre of the nursery and the home. The Royal Mail Postcode Address file is used to determine a postcode.

Note 3

For admission purposes, the home address is where the child usually lives with their parent or carer. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same at the time the child starts nursery as the one we have on record. If there is a plan to move house, parents must still give the current address. If a child's address changes after the deadline for submission of applications, parents or carers must inform the admissions officer, Mrs Kirkpatrick, of the new address.

Contact details:

East Garforth	0113 212 7100	email: info@egpa.org.uk
Green Lane	0113 212 7107	email: info@glpa.org.uk
Ninlands	0113 287 8370	email: office@ninlands-school.co.uk
Strawberry Fields	0113 232 0796	email: info@sfpsch.org.uk
Mrs J Kirkpatrick (Nurseries admissions officer)	07939 460 673	email: nurseriesadmissionsofficer@ninlands-school.co.uk post: c/o Ninlands Primary, Ninlands Lane, Garforth LS25 1NT

School calendar academic year 2016-2017

Holiday	Schools close	Schools open
Summer	-	Monday 5 September 2016
Autumn mid-term	Friday 21 October 2016	Monday 31 October 2016
Christmas	Friday 16 December 2016	Tuesday 3 January 2017
Spring mid-term	Friday 10 February 2017	Monday 20 February 2017
Easter	Friday 31 March 2017	Tuesday 18 April 2017
May Bank Holiday	Friday 28 April 2017	Tuesday 2 May 2017
Summer mid-term	Friday 26 May 2017	Monday 5 June 2017
Summer	Wednesday 26 July 2017	

The above dates are provided by Leeds City Council - please contact schools directly or visit their websites for the five training days when our schools will also be closed as these dates are not the same for all schools.

Further information

If you have any questions regarding an individual nursery please contact the nursery directly (see page 5 for contact details). Questions regarding the application or allocation process should be addressed to our admissions officer, Mrs Kirkpatrick, whose details are also given on page 5.



East Garforth Primary Academy Nursery

Essential information

Address East Garforth Primary School, Aberford Road, Garforth, Leeds, LS25 2HF
 Telephone no 0113 212 7100
 Email address info@egpa.org.uk
 Contact Name Joan Whale

Nursery sessions and times from April 2017

	Mon	Tues	Weds	Thurs	Fri
Option A a.m.	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45
Option B p.m.	12:15- 3:15	12:15- 3:15	12:15- 3:15	12:15- 3:15	12:15- 3:15
Option C Beginning of the week	8:45 – 3:15	8:45- 3:15	8:45- 11:45		
Option D End of the week			12:15 – 3:15	8:45 – 3:15	8:45 – 3:15

Intakes

Children can normally start at our nursery in September, January or April (January and April only if places available). The nursery can take 26 at each daily session, although some of these places will be already taken by children who are continuing from the previous term.

Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Charges

When children attend for a full day (Monday, Tuesday or Thursday, Friday) they eat their lunch with members of nursery staff. Lunch can be provided; the current cost is £2.20 per day subject to review each September or parents may provide a packed lunch.

All children have access to fruit, milk and water in every session.



Green Lane Primary Academy Nursery

Essential information

Address Ribblesdale Avenue, Garforth, LS25 2JX
 Telephone no 0113 2127107
 Email address info@glpa.org.uk

Nursery sessions and times from 1/9/17

	Mon	Tues	Weds	Thurs	Fri
Option A a.m.	9:00 – 12:00				
Option B p.m.	12:00 – 3:00				
Option C Beginning of the week	9:00 – 3:00	9:00 – 3:00	9:00 – 12:00		
Option D End of the week			12:00 – 3:00	9:00 – 3:00	9:00 – 3:00

Intakes

Children can normally start at our nursery in September, January or April (January and April only if places are available). The nursery can take 52 children, i.e. 26 at each session, although some of these places will be already taken by children who are continuing from the previous term.

Charges

Charges will only apply where:

Children who stay all day and choose an academy meal will be charged via ParentPay. The meal price is subject to change and is published on the academy website. Alternatively, children may bring their own packed lunch. Meals are not provided (packed lunch or school meal) for children attending half day sessions.

Fruit snack and carton of milk provided free.

Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.



Nineland Primary School Nursery

Essential information

Address Nineland Lane, Garforth, LS25 1NT
 Telephone no. 0113 2878370
 Email address office@nineland-school.co.uk
 Contact Mrs Kirkpatrick

Nursery sessions and times

	Mon	Tues	Weds	Thurs	Fri
Option A a.m.	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45
Option B p.m.	12:30- 3:30	12:30- 3:30	12:30- 3:30	12:30- 3:30	12:30- 3:30
Option C Beginning of the week	9:30 – 3:30	9:30- 3:30	8:45- 11:45 No lunch		
Option D End of the week			12:30 3:30 No lunch	9:30- 3:30	9:30- 3:30

Intakes

The nursery can take 52 children, i.e. 26 at each session, although some of these places will be already taken by children who are continuing from the previous term. Should places still be available, we would also accept new children normally in January and April.

Charges

Charges will only apply where:

Parents / carers wish to purchase extra childcare between the end of 'Kids Club' out of school care based in school, and the start of nursery at 9.30am. Our nursery charges are currently £3.50 per extra session i.e. 8.45am – 9.30am. For full day children our lunches are currently priced at £2.20 per day. Alternatively parents may send a packed lunch.

All children have access to fruit, milk or water in every session.

Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.



Strawberry Fields Primary School Nursery

Essential information

Address Lidgett Lane, Garforth, Leeds, LS25 1LL
 Telephone no 0113 2320796
 Email address info@sfpsch.org.uk
 Contact Name Mrs E Kennedy - School Business Manager

Nursery sessions and times

	Mon	Tues	Weds	Thurs	Fri
Option A a.m.	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45	8:45- 11:45
Option B p.m.	12:15- 3:15	12:15- 3:15	12:15- 3:15	12:15- 3:15	12:15- 3:15
Option C Beginning of the week	8:45 – 3:15	8:45- 3:15	8:45- 11:45		
Option D End of the week			12:15 – 3:15	8:45 – 3:15	8:45 – 3:15

Intakes

Children can normally start at our nursery in September, January or April (January and April only if places available). The nursery can take 52 children, i.e. 26 at each session, although some of these places will be already taken by children who are continuing from the previous term.

Charges

When children attend for a full day (Monday, Tuesday or Thursday, Friday) they eat their lunch with members of nursery staff. Lunch can be provided; the current cost is £2.30 per day subject to review each September or parents may provide a packed lunch.

All children have access to fruit, milk and water in every session.

Choice of sessions

Please note that we cannot guarantee to meet all requests as there are a limited number of children we can take in each session.

Once an agreement is reached, a nursery – parent contract (parental declaration) must be signed by both parties.

Garforth Children's Centre

Essential information

Address Garforth Children's Centre, c/o Garforth Academy, Lidgett Lane, Garforth, Leeds, LS25 1LJ
Telephone no 0113 336 7456
Email address GarforthChildrensCentre@leeds.gov.uk

Family Support

Here at the Garforth Children's Centre we offer support for all families with children aged 0-5 years old, who live in the Garforth, Micklefield or South Aberford area. Our team consists of a Manager, Administrator and 2 Family Outreach Workers.

We are an Early Start Team that works together with the Health Team. We also work closely with all the local schools to support the needs of children and families.

The support we offer can range from individual support in the home to group work, for example, parenting courses and play groups. We are based on the site of the Garforth Academy, however we do have 2 satellites at Firthfields and Micklefield where we also run sessions and courses. We do have a leaflet which explains any session we are running so please either pop down or ring for the latest version to be posted out to you.

We can offer you advice, support and signposting regarding a range of issues, including:

- Behavior
- Sleep
- Routine
- Toileting/ potty training
- Weaning
- Breastfeeding
- Safety in the home
- Baby Massage
- Childcare
- Counselling
- Housing
- Jobs, links with Job Centre Plus

We can also support families with accessing the 2 year old funded nursery place and any issues you feel you may have around this.

If you would like to have a chat with one of our Family Outreach Workers then please give us a ring on 0113 3367456.