

# St. John's Church of England Infant and Nursery School



## Procedure for the allocation of places for Nursery sessions

### Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

<b>Nursery Allocations</b>	
Written by:	Alice Aharon
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Approved by:	Full Governing Body
Date:	27.03.17
Review frequency:	Every two years
Target Audience:	All Stakeholders

The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's CE Nursery and Infant School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Once Nursery places have been allocated by the County, session allocations are organised by the school. Parents are required to complete a supplementary information form (SIF) – see Appendix 1 – when they have accepted the place.

In allocating our places we aim to ensure that all children have an equal opportunity to gain from their nursery experience and that the needs of the individual child as well as the needs of the school community are reflected in the decisions made. The school will ensure that the provision at both morning and afternoon session meets the appropriate objectives within the Curriculum Guidance for the Early Years Foundation Stage, and that children are not disadvantaged by whichever session they are allocated.

There are four possible options for a Nursery pupil to be allocated.

- 1) Five morning sessions
- 2) Five afternoon sessions
- 3) Monday, Tuesday all day and Wednesday morning
- 4) Wednesday afternoon and Thursday, Friday all day

When allocated a place at St. John's Nursery up to 60 children then have to be spread across the 4 options available for parents. The school will ask parents to complete a form asking them to state their order of preference for their child/children's place. There will also be supplementary forms to complete by employers and/or colleges/universities as proof of working/studying commitments. Families with twins or multiple children will be allocated the same sessions. Failure to return the form(s) on time will result in no preference given to that family for the allocation of the nursery session.

It will be emphasised on information given to parents when they select St. John's nursery that the choice of session cannot be guaranteed to any parent in advance of the allocation process.

**Nursery sessions will be allocated on the following basis:**

- ◆ Any child who has a recognised special need, illness, or disability that necessitates their place in a particular session. We would take into account advice from other professionals in applying this criterion, including EHC plans.
- ◆ Family circumstances eg. number of children under five in a family, illness or disability in the family which impacts on the child or carer, involvement with outside agencies.
- ◆ Parents whose work commitments make it ***impossible or extremely difficult*** for the child to take up a place if not allocated the preferred session. To qualify for this criterion the parent will have to ask their employer to complete the working parent form which is stamped and signed by the company/employer. Attending college courses or training can also be considered if relevant and the parent study form should be filled in by the college or school.

The final decision will be taken by the Headteacher in discussion with the nominated allocations Nursery governor (not a parent governor). All identified factors will be taken into account and the basis of the decision will be confidential.

To ensure fairness all appeals relating to your allocation **must be made in writing** to the Headteacher giving the circumstances to be taken into account. All appeals will be considered however a change of decision will only be considered **dependant on spaces being available** and the number of appeals received.

The school will endeavour to communicate the decision on allocation of places to parents, 2 months before the placement is due to begin (i.e. end of June for September entry).

### **False Information**

Sessions allocated can be changed after offers have been made if it is found that the offer was made on the basis of false information.

**St. John's VC Infant and Nursery School  
Supplementary Information Form for Nursery Session Allocation 2017**

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*Please complete the following form in order for the school to allocate Nursery places fairly. Thank you.*

Please number your favoured sessions in order of preference from 1 to 4. (With 1 being your preferred choice) Please note some families may be offered their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> choice.

5 Morning Sessions	
5 Afternoon Sessions	
Full time Monday, Tuesday and Wednesday morning	
Full time Wednesday afternoon, Thursday and Friday:	

1. Does your child have a recognised special need, illness or disability that necessitates their place in a particular session?

Yes  No

If you answered yes to this question please complete the box below with further information and details of a professional who works with your child.

2. Are you a carer? Do you have other family commitments which would restrict which session your child can attend?

Yes  No

If you answered yes to this question please complete the box below with further information and details of a professional who either works with your family or could verify this information if needed.

3. Do you have a job or are you studying and it will make it impossible or extremely difficult for your child to take up a place if not allocated your preferred session choice?

Yes  No

If you answered yes to this question please complete the box below with further information and details of your job or study. There is also a space for your employer or education facilitator to stamp and sign the form below.

Employers/Education Facilitator Stamp

Signed: \_\_\_\_\_

Date: \_\_\_\_\_