



Admissions policy- Bentilee Nursery school

Written Sept 2024

(reviewed Summer 2nd half term 2024) Next review Summer 2nd half term 2025

**Come into school and put your child's name
down today!!!**

**You will need to bring in your child's birth
certificate and red (health) book into school.**

Attendance at school is not a requirement at this age but is at the discretion of parents.

Bentilee Nursery school admits children from 2-4 years old.

2 year olds

We admit children the term after they are 2. These children can be admitted for free as long as parents are eligible for the 2 year old funding (this must be in place before your child starts) . Parents not eligible for the 2 year old funding can still have their child admitted. (Please contact the school for current fees).

From Easter 24 we will be able to admit 2 yr olds of working parents

We operate part time provision. We have 2 classes:-

Class 1- Monday 9am-3pm, Tuesday 9am-3pm, and Wednesday 8.30-11.30am

Class 2- Wednesday afternoon 12.15pm to 3.15pm, Thursday 9am-3pm and Friday 9am-3pm

We need children to attend for the full 2 and a half days for the school to remain sustainable.

If a fee paying parent wanted their child to attend less days than the 2 and a half days – this would only be possible if:-

- *The school could not fill the available places with funded children*
- *The school has enough staffing to ensure the ratio of 1:4 was met*

Please note that your child's birth certificate must be provided to the school, upon request, to confirm eligibility. We will also need proof of your access to 2 yr funding (where applicable).

3 and 4 year old children

We admit children the ***day after they are 3 – these are called rising 3s.*** To be eligible to be admitted for free (no payment) parents have to be eligible for the 2 year old funding.

If your child is a rising 3 the school still accesses 2 year old funding for your child until the term after they are 3. We need children to attend for the full 2 and a half days for the school to remain sustainable.

If a fee paying parent wanted their child to attend less days than the 2 and a half days – this would only be possible if:-

- *The school could not fill the available places with funded children*
- *The school has enough staffing to ensure the ratio 1:13*

We also admit children termly- September, January and Easter. These are free places if children start the term after they are 3 years old.

If your child was born between... They will become eligible for early education from..

1 January – 31 March The Summer Term after their 3rd birthday (the term starting after 1 April)

1 April – 31 August The Autumn Term after their 3rd birthday (the term starting after 1 September)

1 September - 31 December The Spring Term after their 3rd birthday (the term starting after 1 January)

Of course children who move schools or have moved into the area can start within each term, (if spaces are available).

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Class 2- Wednesday afternoon 12.15pm to 3.15pm, Thursday 9am-3pm and Friday 9am-3pm

Please note that your child's birth certificate must be provided to the school, upon request, to confirm eligibility

All three and four-year-olds with 'working parents' who meet the eligibility criteria, are entitled to 30 hours free provision. Parents should check eligibility and apply at www.childcarechoices.gov.uk

Oversubscription criteria

Where there are more applications for the nursery school than there are places the following priorities will be used, in order, to allocate places:-

- Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- Children living within the catchment (the child's home address is used to determine the catchment for that property) who have an elder brother or sister at the school who will still be attending at the time of admission.
- Other children living within the catchment.
- Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.
- Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school.

The Local Authority uses a geographical information system (GIS) to calculate home to school distances. Distances are calculated on the basis of a straight line measurement from the applicant's home address point, to the point at each school. ***In the case of Bentilee Nursery school it is outside entrance gate to the school.*** Both address points are plotted using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

Once the class is full, a waiting list will be kept, ranked using the criteria above. Nursery places will be given firstly to children living in Stoke-on-Trent. Only when these children have a place will children living outside the city be considered.

Appeals

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

How to apply:-

Families are asked to ***put your child's name down at the nursery school in the first instance*** well before they are due to start. This allows the school to liaise with you to ensure we do an induction programme into school the term before they start. This may include visits to the school, home visits, filling in forms to get to know your child well.

If your child is 3 years old by 31st August, ready to start school in September please contact the school in the first instance but you will also have to

apply on-line for school places at stoke.gov.uk/admissions

Or contact the Admissions and Transport Team Children and Family Services Ground Floor, Swann House, Boothen Road, Stoke-on-Trent ST4 4SY

T: 01782 234598

E: admissions@stoke.gov.uk