



Featherstone Nursery School

Admissions and Attendance Policy

Featherstone Nursery School is a Silver Rights respecting School.

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 1 - Everyone under the age of 18 has all the rights in the Convention.

Article 3 - The best interests of the child must be a top priority in all things that affect children.

Article 4 - Governments must do all they can to make sure every child can enjoy their rights.

Article 12 - Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Article 13 - Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

Article 15 - Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 17 - Every child has the right to reliable information from the media. This should be information that children can understand.

Article 28 - Every child has the right to an education. Primary education must be free. Discipline in schools must respect children's dignity.

Our aims

To ensure access and entitlement to the benefits of high-quality child centred nursery education on a fair and equitable basis.

To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.

To ensure that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.

To provide high quality child centred nursery education to children and families in our local community.

Criteria for the allocation of the Free Early Years Entitlement for 3-year olds:

Featherstone Nursery School offers 3-year-old 15 hours places and 30-hour places for Working Parents in line with all national and local guidance.

Criteria for the allocation of the Early years funding entitlement for 2-year olds;

Featherstone Nursery School offers 2-year-old places for eligible children that meet all national and local guidance. 2-year-old children will attend part-time morning or a part-time afternoon place. They would only be offered a 2-and-a-half-day pattern of attendance in exceptional circumstances.

Once parents has applied for a place:

We will discuss with the parent their preferred pattern of attendance from those patterns of attendance available at that time. We will attempt to meet parents needs in terms of attendance pattern, but we will always put the needs of the child at the heart of all decisions.

The parents and child will be invited to attend our Stay and Play sessions for the half term prior to their admission date to start our gradual induction process and this will be followed by a gradual introduction to the nursery school which is based on the needs of the child. All parents are asked to sign a form with the child's settling in process on to confirm that they have understood the procedure in place.

Priority Admissions:

Priority is given in the following order:

- Looked After Children eligible for 2-year-old funding or three/four year old funding
- Children with Special Educational Needs or Disability (SEND) eligible for 2 year old funding or three/four year old funding

- children with an open multi-agency plan eligible for 2-year-old funding or three/four-year-old funding

- children eligible for three/four-year-old funding

- Where a family are currently homeless.

- Where there is a parent in the family with complex needs/additional needs/disability

- Where there are three children in the family under the age of four years

- Where there is a child who would be considered 'in need' due to current family circumstances supported by a referral

- -Where they live in the local community
- Children eligible for 2-year-old funding
- Where a family are currently homeless.

- Where there is a parent in the family with complex needs/additional needs/disability

- Where there are three children in the family under the age of four years

- Where they live in the local community

Home address:

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

1. Owned by the child's parent(s), or the person with parental responsibility for the child;
2. Leased to or rented by the child's parent(s), or the person with parental responsibility.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a school is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place could be withdrawn.

Children not resident in the area of Birmingham City Council

Children not resident in the area of Birmingham City Council may be admitted to Featherstone Nursery School in line with the criteria above.

Attendance Policy Statement

Featherstone Nursery School seeks to promote the regular attendance of all children on roll, regardless of gender, race or disability. We believe that good attendance at Nursery School encourages the development of good habits for later statutory education and enables every child to receive the quality education to which he/she has a right.

Responsibilities

- Families are expected to support the nursery school's aims by bringing their child/ren to nursery every day unless prevented from doing so by illness or official appointments, such as hospital treatment.
- Families are encouraged to arrange holidays, dentist and routine doctor's appointments outside nursery term dates and to inform the office of any unavoidable absence. Sickness absence should be notified by telephone before 9.30am on the first day of sickness.
- The deputy head teacher will liaise with and support key-workers to encourage regular attendance and where necessary will advise on measures to enable families to bring their child more regularly.
- The head teacher will inform other agencies of a pupil's non-attendance, where there is a legal duty to do so.
- Key-workers are responsible for encouraging regular attendance through building positive relationships with parents and by completing a daily attendance register in the classroom.
- The office will transfer attendance information from group registers to the main register.
- The Nursery will make information available in accessible forms e.g. Community languages, use of interpreters, Braille, using symbols, where necessary to enable all families to understand the importance of regular attendance.

Attendance procedures

- Featherstone Nursery School follows the Birmingham Education Authority admission procedures.
- On entry to Nursery each pupil's name, date of birth and address is recorded in the school's management system in line with our privacy notice.
- New pupils are settled gradually into the nursery environment by their key-worker, who is required to encourage and establish positive relationships with parents and carers in order to support home/nursery links, pupil confidence and thereby promote regular attendance.
- Names remain on the register and are only removed after extensive contact with the family has identified that the place is no longer required, or until such time as the child transfers to another school.

- Registration data is used to provide information about specific faiths, languages, medical needs, allergies, gender, disability and ethnicity, in order to ensure that accurate monitoring of opportunities can take place. Information is drawn from this data for medical information, home contacts.
- Group registers are held by individual key-workers and are marked at the start of each session according to the code stated at the front of the register. Group registers will be completed in blue or black ink. Any amendments will be initialled.
- Children informally record attendance by a process of self-registration in their group base each day.
- Group registers are kept centrally within the Nursery when not being used during registration at the start of each session.
- Attendance data is used in children's documentation, to inform parents/carers of termly attendance and to highlight non-attendance.
- Regular non-attendance or unpunctuality will be followed up by the key-worker to ascertain any attendance difficulties, in order to offer possible solutions.
- Un-notified absence will be followed-up by the admin staff with the parent on the child's return to Nursery and the reason written onto the group register.
- Un-notified absence of more than 1 day will be investigated by the office staff by telephone in the first instance and Groupcall text facility. If the parents/carers cannot be contacted a home visit will be conducted on the 5th day of absence. Primary schools of known siblings to the nursery child may also be contacted to attempt to make contact with the parent/carer.
- Featherstone Nursery School follows the Birmingham LA procedure for reporting and missing children 0-5 detailed in our Provider Agreement. The school will notify the Early Years Service Duty Line on 0121 675 4996/1943 of the non-attendance of all children before they are removed from role in line with these procedures.
- Following long term absence or a traumatic or difficult absence, pupils will gradually be resettled to encourage positive experiences and regular attendance.

Policy agreed on:

Signed by Chair of Governors: