



The Milford Academy

EYFS ADMISSIONS POLICY

RATIFIED AT GOVERNORS 16.07.20

- M** - Motivated
- I** - Independent
- L** - Learning
- F** - Forward Thinking
- O** - Outstanding
- R** - Respect
- D** - Determined

The Milford Academy Admission to Nursery Policy

Admission to Nursery

At present, Milford Nursery is staffed to accommodate from 80 part time children in the Autumn term, to 112 part time places at the end of the school year. We are currently offering 30 hours provision to children who are eligible through the Government scheme for 30 hours free childcare.

The 30 hour provision will only be offered to children in N2 (the year before they move into F2 or reception). If you have an eligibility code and your child is N1 (first year of Nursery) you can claim childcare costs for 30 hours using 2 settings eg nursery and a childminder.

Where the Academy is oversubscribed by the LEA, children on the waiting list for F2 will not take priority over F1 children for nursery places.

We operate a waiting list system and children are offered a place as soon as one becomes available after a child's third birthday.

Anyone can add a child's name to our waiting list at any time after a child's birth. When they approach the school to do this, they are required to supply the information to fill out our waiting list form (appendix A). If the family require additional support for admission, eg. a translator or consideration for SEN, the EYFS Manager will arrange this in time for the child's proposed admission.

When places become available in the Nursery, priority is given to the oldest child on the waiting list, including children who have moved into the area who may be older than three. Priority may also be given to children recommended by children's services or the health service, with whom we are in regular contact.

When a child is offered a place, they are invited with their parents or carers to visit the Nursery (appendix B). It is made clear at this point that admission to Milford Nursery does not mean an automatic admission to The Milford Academy. The child and their family are introduced to the Nursery staff and given our welcome booklet which is explained to them at the initial meeting. They are also given a date and time to start nursery.

On or before the date of admission a parent or carer will have an individual interview with the EYFS Manager or Nursery Teacher in order to share information about their child's individual needs, emergency contacts and background on their child's development so staff can provide the most challenging curriculum for that child. The child's birth certificate is checked on admission to ensure we have the correct information. This information is entered into the school's main computer and the child is issued with a UPN (unique pupil number).

After the initial admission session we work with each family individually on settling their child. Some children (especially those who have been to nursery before) are able to settle quickly and can be left for the whole session. Generally we take it more slowly and encourage carers to leave their child for a short time to begin with and increasing this time over a period of days until their child is happy to be at nursery without their main carer.

First Admissions to Primary School

It is a legal requirement for a child to attend school from the beginning of the term after their 5th birthday.

At The Milford Academy we follow the Nottingham City LEA common admissions policy, that all children will be offered a place in Reception classes in the September following their 4th birthday.

In Nottingham City LEA parents are required to register their children for school in January of the school year in which the children are 4. Children already in LEA nurseries are automatically registered. Soon after the registration date, the LEA will send an admission pack to the family of each registered child. This pack includes information about the infant or primary school in the catchment area where they live. There is also guidance for parents to apply online by January requesting a place at their preferred school which may or may not be their catchment school. They may send for a paper form if required and return it to the LEA by a given date in January. The LEA reply in April to let them know if their application has been successful. The criteria used by the LEA to determine the outcome is set by the DFES.

Admissions to the Early Start Unit

Our Early Start Unit was set up as part of the Early Learning Programme for 2 year olds, a Government funded initiative.

Parents will first of all need to apply to the Local Authority online. The Families Information Service will check eligibility and provide a letter of confirmation. Children cannot be admitted without this letter.

Eligible Parents may request a place in our Unit and the child may take up that place from the term after their 2nd birthday if a space is available. In the case of oversubscription, we will follow the criteria for infant admission. Parents and Carers will complete admission forms giving information about their child to the room manager so she can ensure the safety and well-being of each child. They may take as long as they need to settle their child into the room. Places will be offered as 3 hour sessions on 5 days a week, either mornings or afternoons.



MILFORD NURSERY WAITING LIST

Child's Name:

Parent / Carer's Name:

Child's Date of Birth:

Address:

.....

Home Telephone No.:

Mobile Telephone No.:

Preferred Placement for: a.m. ☐

p.m. ☐

either ☐

Are you eligible for 2 year old provision ☐

Do you need a translator to aid admission? yes: ☐

no: ☐

If so, which language do you require?

Appendix B

The Milford Academy
Dungannon Road
Clifton
Nottingham.
NG11 9BT
Tel: 0115 9152951

Dear Family,

We are pleased to be able to offer
a nursery place.

There will be a short meeting for you and your child on at
.....You will have the opportunity to look around the nursery, meet the staff and
arrange a starting date for your child.

Please let me know byif you no longer require the place.

Thank you.

Please bring your child's birth certificate on the day your child starts nursery. It is a legal
requirement for us to check your child's birth certificate on entry to nursery so you will need to
obtain a copy if you do not have it.

Admission to the nursery unit does not automatically lead to admission to this school when your
child is old enough for infant education at the age of five. All children attending the nursery unit
will be excluded from the register when they reach the time of transfer from nursery to infant
education. You will then be able to arrange for your child's admission to the school serving your
home address or seek a place at your preferred school. You will be informed of what you need to
do to make these arrangements nearer the time.

We look forward to meeting you soon.

Yours sincerely,

Nursery Teacher.