Howes Community Primary School

Nursery Admission Policy

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1 Introduction

Howes Community Primary School is a friendly, welcoming school in the heart of our community with great children, families and staff.

Howes is a great place to learn! We are proud of our school and are continually striving for the highest possible standards. Our curriculum seeks to develop core skills and a positive attitude towards lifelong learning.

Our mission is for all children "to be the best that they can be". We seek to ensure that every child receives equal access to the curriculum and makes good progress. We want our children to be well motivated with positive attitudes and a pride in themselves, others and the school. All children are welcomed into Howes without any discrimination. If the chid has any additional needs, the school work closely with parents and other agencies to ensure that their needs are met.

We wish to make your child's time at Howes a memorable and enjoyable one. We appreciate and encourage the involvement of parents, recognising how important that parent partnership is.

At Howes Community Primary School, we currently have an Early Years Base which comprises of a separate Nursery class for three-year olds and a Reception class with school aged children. We have flexibility for families in terms of our 15-hour offer during school term time. Some children attend for five mornings a week and some five afternoons.

Parents may be to eligible for free 30-hour places or can pay £5.50 an hour for additional sessions with an additional charge for a school meal. Children that stay for the full day will be charged for the additional thirty minutes of care per day. Please call into the office if you require any support.

The school day is from 8.55am through to 3.25pm although doors open at 8.45am.

Our Early Years Base has two large well-resourced classrooms both with their own outside area, but this can be opened out for use by all Early Years' children when appropriate. We follow the Early Years Foundation Stage Framework and plan exciting learning opportunities across the areas of learning.

Children are offered healthy drinks and snacks during their sessions which are in-line with the nutrition guidance. Our staff are trained in Food Hygiene and are Paediatric First Aid trained. If your child has any allergies or food intolerances, these details will be taken prior to starting the setting.

2 Nursery Admissions

Parents/carers must complete an application form containing all the necessary information for a Nursery place and will be placed on a waiting list. Where there are more applications for a place in the Nursery than the admission limit, places should be offered in accordance with our Admissions Criteria below. All parents who have made an application for a place in the school's Nursery should receive written confirmation of the place or be informed that the application was unsuccessful due to oversubscription. If the application was unsuccessful, parents will be given details of their right to appeal in writing and can also remain on the waiting list. Howes Community Primary School accept children the term after they have turned three, so will accept in-year starters only if there are sufficient spaces.

When a child turns four, they will be school age ready and will need to submit a school admissions application to enrol them into the school as this is not an automatic process. This can be done by clicking the following link: Coventry City Council School Admissions

3 Admission Criteria (in order of priority)

- Children in the care of the local authority (Children Looked After) or known to Children's Services, e.g. Child Protection Plan, Child in Need Plan or CAF.
- Children who live in the designated area for the school who have an elder sibling attending the school at the time of application for a place;
- Children living in the designated area for the school;
- Children living outside the designated area who have an elder sibling attending the school at the time of application for a place;
- Children whose primary daytime carer lives in the designated area for the school;
  Other children living nearest to the school measured in a straight line. Please note that the school's admissions team are able to provide measurements. Details of the designated area (catchment) for the school nursery is available from the school office.

4 Attendance

Whilst the Nursery aged children are of non-compulsory school age, research clearly demonstrates the link between the regular attendance and educational progress and attainment. Early poor attendance habits follow right through from primary to secondary school and into employment.

We expect all children to be at school, and on time, every day that the school is open, if they are fit and healthy enough to do so. We do all we can to encourage children to attend.

At Howes Community Primary School, we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school

School must have two up-to-date emergency contacts for every child at all times.

The Government's own guidance on the issue of attendance states an expectation of 96%.

4.1 Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not make it an authorised absence.

4.2 Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent. Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

4.3 If a Child is Absent without Notification

Where no notification has been received by 9:15 am, a text message will automatically be sent to the parents/carers via the School Office.

If there is no response to the message and there is any doubt about the whereabouts of a child, the school's Learning Mentor, Headteacher or Deputy Headteacher will be informed who will then be in contact straight away with the parent or guardian, in order to check on the safety of the child. If no response is received, then there could be a home visit to check on the safety of the child. See the school’s attendance policy.

4.4 Missing Children

If a child is missing and their whereabouts are unknown, the school will follow the Local Authority 'Missing Education' procedures in taking immediate steps to locate that child as soon as possible. See the school's children missing education policy.

4.5 Repeated Unauthorised Absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss any support that can be given. If the situation does not improve, the school will then contact the LA support services, who may visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

When the child becomes school-age, the governors, supported by the Local Authority, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. There is a fast track to court procedure for parents of pupils whose attendance falls below the expected levels. However, at Howes, the school will support families prior to any financial penalty or legal proceedings.

By accepting a place at Howes, parents agree to ensure that their child will attend every day and on time. The school reserves the right to review the place of a Nursery aged child attending Howes where there is persistent absence, as the place could be made available to another child who is on the waiting list.