

Nursery Criteria

The following criteria will be used if there are more children wanting to go to nursery than there are places available. These were revised in 2013 in response to parental concerns at being able to access local school places and to bring the criteria more into line with those used to allocate reception class places.

Pupils with a Statement of Special Educational Needs, naming a particular nursery setting will get preference over all other applicants for that school and will count towards the admissions number.

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

- 1 Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).

- 3 Other children living within the catchment area of the school.
- 4 Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
- 5 Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

Once the class is full, a waiting list will be held until the end of September of that academic year.

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.

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.

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

Admissions and Transport Team

People Directorate
Floor 2, Civic Centre, Glebe Street
Stoke-on-Trent ST4 1HH

Telephone: 01782 234598

Email: admissions@stoke.gov.uk



Admission to a Stoke-on-Trent

Nursery Class or School



**Deadline for
applications
Tuesday
31 December
2013**

2014-15

Free Early Years provision for three and four year old children

All three and four year old children, irrespective of background, are entitled to access two years of free early years education before they reach compulsory school age. Early education helps to promote child outcomes and also supports parents to achieve a better work life balance.

The current entitlement is 570 hours of early years provision over a minimum of 38 weeks of the year (570 hours ÷ 38 weeks = 15 hours per week).

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)

For more information, including a list of childcare settings that offer Early Years Provision, please contact the Family Information Service on **0800 015 1120** or **01782 232200**. You can also email the service at **fis.stoke.gov.uk**

If your child attends a maintained nursery or a nursery class attached to a school, they are already benefiting from Early Years provision and can't claim funding from other providers.



Early Years Provision at Nursery Class or School

Applications can be made for a place at nursery class or school starting in September 2014 for children born between 1 September 2010 and 31 August 2011.

You should express a preference for three schools on the form. These should be listed in order of preference. It is most important that you include all of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your preference, we will try to offer your next preferred school. Naming the same school more than once on an application form does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

If you have nominated a preference for a Catholic or Church of England (Aided) Primary School, please be aware that these schools have separate admissions criteria and you will need to provide further information. Please contact the school for a copy of their policy and details of the information which is required.

Please note that reception class admissions are entirely separate from nursery class admissions. Attending a nursery class does not guarantee your child a place in that school's reception class.

The most efficient way to apply for a place is online at: **stoke.gov.uk/admissions**. Alternatively, application forms can be returned to your first preference nursery class/school before Tuesday 31 December 2013. Applications received after the closing date will be considered individually.

Notifications of offers of a place will be sent by 7 May 2014.

**If you need help please call:
01782 234598**

