



St Mary's Seedlings Admissions Policy

Berwick St Mary's CE First School

St Mary's Seedlings Admissions Policy 2018-2019



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Responsible Governor: Joyce Guthrie

Adopted by Governors: Strategic Direction Committee

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School Policy

The Governing Body of St Mary's CE First School is responsible for setting the Admissions Policy for the school's 'Seedlings' 2 Year Old Provision. The rational and admissions criteria is a reflection of the needs of the wider community, as well the school's catchment area. From Seedlings the school will provide a seamless transition into our Early Years Unit via our rising 3 approach so children will be provided with a consistent and robust school ready approach.

We have 8 x 15 hour places available in Seedlings. Although we would encourage the full entitlement of 5 sessions to be taken we expect children to attend at least 2 sessions each week to ensure they make the most of the opportunities available to them. Sessions are 3 hours in the morning (9-12) and run term-time only.

Application to Seedlings @ St Mary's

Free Early Education – Parents should contact the Local Authority to see if they are eligible for Free Early Education by telephoning 01670 623594 or email fis@northumberland.gov.uk.

If eligible you will receive a letter from the Local Authority which must be produced, together with a copy of the child's birth certificate, when applying for a free place. Children can access a place after their second birthday.

Paid Provision – Places may be available for paying families in Seedlings. To access a paying place parents must register their details with the school. Places are offered as they become available. Children can access a place after their second birthday. Paid places will cost £6 per 3 hour session.

Applications forms for Seedlings and Nursery can be obtained from the school website or school office.

Please note that parents should complete a separate application form for nursery even if their child has been attending Seedlings.

Admissions to Seedlings

Priority is given to those children who are eligible for a free funded place who have submitted applications before the deadlines in the table below. If available, places may then be allocated to paying families.

The Seedlings Admission Process:

1. Parents should confirm their acceptance of a place after they have received an offer letter.
2. Parents will be invited to visit the provision and meet the staff, discuss their child's needs and ask any questions they may have.
3. The induction period into Seedlings will be led by the child's needs and in agreement with the parent. Some children may settle very quickly and attend their full sessions immediately; some children may take a little longer to settle and may need more induction sessions which could include visits with their parent and shorter sessions, (shorter sessions if paid will be charged for the full 3 hours).

Allocation of Places and Admission Criteria for Seedlings

The following criteria are used to decide upon eligibility for a place, where the number of applications exceeds the admission limit:

1. Children eligible for a free funded place for 2 year olds.
2. Looked After Children.
3. Children an Education and Health Care Plan (EHCP) naming Berwick St Mary's CE First School's 'Seedlings' as the appropriate provision to meet the child's needs.
4. Pupils who have a sibling living at the same address and who will still be attending Berwick St Mary's CE First School at the time of entry.
5. Pupils who reside within the catchment area of Berwick St Mary's CE First School or where firm evidence can be provided that they will do so by the proposed admission date.
6. Chronological order of dates of birth with the oldest being admitted first.
7. Applications for children who meet none of the criteria above.

Parents should contact the school as soon as possible and complete an application form for Seedlings The school will record the application and organise a transition plan to suit the family which will included shared visits and child only visits (if appropriate) before commencing.

Subject to availability of places, children can start at Seedlings immediately after their 2 year old birthday.

Based on the individual needs of each child and if spaces are available, children who have attended 'Seedlings' may, in agreement with parents, make the transition to the school nursery class during the term in which they turn 3 years old.

Any places remaining unfilled can be allocated to late applicants who have missed the above deadlines.

Securing a place at Seedlings does not necessarily secure a place or give greater entitlement to a place in the Nursery class. These places must be applied for following the school's Nursery Admissions Policy as per Northumberland County Council.