



Seedlings
@ St Mary's

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: Jan Casson

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. There is an expectation that any child attending 'Seedlings' will remain in that setting until transfer to a nursery class.

By January 2019 we will have 16 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. The daily sessions are 3 hours long, 9am – 12pm and 12:30pm-3:30pm and will 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 £12 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 with 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.

Subject to availability of places, children who reach the age of 2 before 31st August will be considered to start Seedlings at the start of the Autumn term and would attend for 3 terms before joining a nursery class.

Children who reach the age of 2 before 31st December will be considered to start Seedlings at the start of the Spring term and would attend for 3 terms before joining a nursery class.

Children who reach the age of 2 before 31st March will be considered to start Seedlings at the start of the Summer Term and would attend for 3 terms before joining a nursery class.

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 from when they turn 3 years old.

	Last date for applications (prior to 2nd birthday)	School will notify parents by	Date Child will join Seedlings
Children who reach the age of two before 31st August	31st March	31st May	Start of Autumn Term (September)
Children who reach the age of two before 31st December	31st July	30th September	Start of Spring Term (January)
Children who reach the age of two before 31st March	30th November	31st January	Start of Summer Term (April)

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.