

Admission Information for Parents



We hope you find this leaflet useful when registering for your child's free Nursery place at Portswood Primary School Nursery.

If you require any further information, please contact the school office on
Tel: 023 8055 5885 or email info@portswoodpri.org.uk

When can my child start at Portwood Primary School Nursery?

Children are entitled to free 15 hours a week the term after their third birthday.

Since 2017 there has been a government initiative for parents meeting specific criteria to receive 30 hours free a week. To meet the criteria:

“You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You cannot get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more”. (HMRC)

For more information please see: <https://www.childcarechoices.gov.uk/>

To check your eligibility please go to: www.hmrc.gov.uk

What sessions are available at Portwood Primary School Nursery?

All children at Portwood Nursery start their Nursery Education the term after their third birthday.

A child born between	Will become eligible for a free place from
1st April and 31st August	The start of the autumn term following their 3rd birthday
1st September and 31st December	The start of the spring term following their 3rd birthday
1st January and 31st March	The start of the summer term following their 3rd birthday

We offer 5 options of Nursery education:

Option 1:

The term after your child's third birthday and if parents meet the criteria for 30-hour free funding criteria we offer 30 hours over 4 days.

Monday- Thursday 8am- 3:30pm

Option 2:

The term after your child's third birthday we offer a flexi section of free 15 hours over 2.5 days Monday- Tuesday 9am- 3pm and Wednesday morning only 9am-12pm

Option 3:

The term after your child's third birthday we offer a flexi section of free 15 hours over 2.5 days Wednesday afternoon only 12pm- 3pm and Thursday- Friday 9am-3pm

Option 4:

The term after your child's third birthday we offer free 15 hours over 5 mornings 9am-12pm

Option 5:

The term after your child's third birthday we offer free 15 hours over 5 afternoons 12:30pm-3:30pm.

How many places are available at Portwood Primary School Nursery?

The nursery has space for 24 children per session.

All places are allocated based on our admissions criteria. Full details can be found in our admission policy.

Families can choose to register a child any time before their third birthday. Closing dates for Nursery applications are:

For children **starting Nursery in September** the closing date for applications is **26 May 2023**

For children **starting Nursery in January** the closing date for applications is **20 October 2023**

For children **starting Nursery in April** the closing date for applications is **9 February 2024**

All applications received by the closing date will be considered first. Should the Nursery be over-subscribed, places will not be reserved for late applicants, and the following priorities will be used to decide which children to admit.

1. Looked after children, children who were previously looked after and IAPLAC (Internationally Adopted Previously Looked After Children) see (i) in Definitions
2. Children subject to a Child Protection Plan or deemed to be vulnerable by the Senior Officer with safeguarding responsibility within Southampton City Council
3. Children who have a sibling already on the roll of the school who will continue to attend that school for the following year (this includes children living as siblings in the same family unit) (see definition ii).
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist (see definition iii)
5. Children who live within the schools designated catchment area (see definition iv)
6. Other children living outside the designated catchment area. All distances from Portwood Primary School Nursery are based on the shortest practicable walking distance using public roads and footpaths. These are calculated using Ordnance survey maps.

Whilst we try very hard to allocate families first preference of sessions this is not always possible. If your child does not receive a place in your first choice of session, they will be allocated a place in an alternative session and be put on a waiting list for your first choice. Any applicant who cannot be offered a place may request to go on the waiting list. The waiting list will be prioritised using the admission policy.

Induction process:

It is really important to us that we provide a happy and smooth transition from home into Nursery. Therefore, we appreciate as much information on your child as possible to support this transition process and your understanding with our induction process.

What to do:

1. Visit the nursery on one of our open day sessions.
2. Put your child's name on the waiting list prior to their third birthday
3. Register your child before the closing date.
4. Using our admission policy, we allocate children places at our Nursery, then we will contact you offering your child a place at Portwood Primary School Nursery.
5. Please confirm your child's place by returning all the necessary paperwork outlined in your offer letter **within 7 days** of the date of your acceptance letter.

6. Confirmed places will receive a welcome letter to the nursery with all key dates and information.
7. Please attend our welcome meeting where we outline what to expect from Portswood Nursery.
8. Please attend a meet the teacher appointment and share lots of information about your child to support the transition process including any specific medical information.
9. Please attend our stay and play sessions prior to your child starting nursery to help them become familiar with the nursery environment.
10. Children start nursery

Open days:

Prior to your child starting Portswood Primary School Nursery, we would welcome your attendance at one of our open day sessions. This is an opportunity for prospective parents to speak to the Nursery teachers and see the Nursery in action! For more information on these sessions please visit the school website or speak to the school office.

For children who would be starting Nursery in September please come and attend our open session on **Wednesday 28 June 2023 at 9:30**. Please phone the office to book a space.

For children who would be starting Nursery in January please come and attend our open session on **Wednesday 4 October 2023 at 9:30**. Please phone the office to book a space.

For children who would be starting Nursery in April please come and attend our open session on **Tuesday 30 January 2024 at 9:30**. Please phone the office to book a space.

If you are unable to make these open days, please contact the school for an additional tour of the Nursery however please note additional tours will not be able to be carried out during nursery session times.

How do I put my child's name on the waiting list prior to their third birthday?

Please go to the school office and they will be happy to provide you with a nursery application form or download from the school website. Please complete this form and return to the school office.

How do I register for my child's free nursery place at Portswood Primary School Nursery?

Please go to the school office and they will be happy to provide you with a nursery application form or download from the school website. Upon completion of this application from the above outlined induction process begins.

[download.asp \(portswoodpri.org.uk\)](https://portswoodpri.org.uk/download.asp)

Welcome meeting:

We strongly recommend that once your child's place has been confirmed at Portswood Primary School Nursery you attend our welcome meeting. These meetings are an opportunity for you to meet the Nursery Staff, and the headteacher. The Nursery leader will outline our routines and what you can expect from our Nursery provision. This will also be an opportunity for you to ask any questions about our Nursery provision.

Our welcome meetings are held in the school hall on:

For children who would be starting Nursery in September, the welcome meeting is on **Wednesday 12 July 2023 at 9:30**.

For children who would be starting Nursery in January, the welcome meeting is on **Tuesday 5 December 2023 at 9:30**.

For children who would be starting Nursery in April, the welcome meeting is on **Tuesday 19 March 2024 at 9:30.**

Meet the teacher appointments:

Your child will be allocated to a group. Families will then receive a meet the teacher appointment time. This appointment is an opportunity for you to bring your child to the Nursery for the child and family to meet one of the nursery team a one-to-one basis. Parents/carers have found this appointment invaluable as it is an opportunity to speak about your child's likes/dislikes, medical needs/information and developmental milestones. We strongly recommend you attend this meeting to support the transition process into Nursery.

Stay and play sessions:

These sessions are 45 minutes long and are an opportunity for you and your children to experience the nursery together. These sessions are very important as it is an opportunity for your child to become familiar with the nursery setting/ environment with the comfort of a familiar adult to support them. All children need to attend these sessions with a parent/carer before starting nursery.

Your child's stay and play sessions dates will be outlined in your welcome pack. For more information, please contact the school office.

What happens when your child starts Nursery?

On the agreed start date, you and your child attend Nursery together and you are then invited to stay for short periods of time within the setting or leave, dependent on how your child settles into Nursery. Please ensure the school office has your up-to-date contact information, as for the first few sessions that you leave your child it is a good idea to be easily contactable by phone. All children are different. Attending Nursery is an important milestone for children and if your child is finding settling difficult an individual plan may be drawn up in consultation with you and your child's keyworker.

When does my child go to school?

Your child will start school the September following their fourth birthday. All Southampton school admissions is dealt with by Southampton City Council's school admissions team. For more information on registering your child's school place please contact the admission team on 02380 830 004 or <https://www.southampton.gov.uk/schools-learning/find-school/apply-school/>

Attendance at Portswood Primary School Nursery **will not** guarantee a child admission to the Reception Class of Portswood Primary School or give any advantage to the parent's application for a Reception Class place. A separate application for admission to Reception Class will always have to be made to Southampton City Council as places in Reception class will only be allocated by the Council and not by the school.

We hope that you have found all the information you need on our admissions and induction process.

We look forward to welcoming your child to Portswood Primary School Nursery.

If you have any further questions regarding admissions or our induction process please contact the school office tel: 023 8055 5885 or email info@portswoodpri.org.uk