

# Children, Young People, Education and Skills Policy

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Title	Admissions to Government of Jersey school nursery classes
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Author	Project Manager

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## 1. Overview

This policy outlines the process by the Department for Children, Young People, Education and Skills (CYPES) to administer nursery school places for children within Government of Jersey school nursery classes.

### Statutory Framework

The following Articles of the Education (Jersey) Law 1999 have relevance to the Minister's Admissions Policy for non-fee paying primary schools.

#### **8 Powers of Minister with respect to nursery schools and classes**

*The Minister may establish nursery schools, and nursery classes in provided primary schools, and maintain any nursery school and nursery class established by the Minister.*

#### **9 Power of States to charge for a place in a nursery school or class**

*The States may by Regulations make provision for a fee to be charged for the attendance of a child below compulsory school age in a nursery school or nursery class established and maintained by the Minister.*

## 2. Scope

The scope of this policy is concerned with the allocation of nursery places at Government of Jersey primary schools. This policy applies to children that live in Jersey and all children new to the island, in the school year that they turn 4 years of age.

## 3. Responsibilities and distribution

The allocation of Government of Jersey nursery school places is undertaken by the Department for CYPES (rather than the school directly). This policy is available online and must be distributed to relevant stakeholders.

## 4. Policy/Standards

### Early Years Funding

The Department for CYPES offers Government of Jersey funded places to all children, where places are available, in the school year that they turn 4 years of age. The maximum number of funded hours is 30 hours per week during term-time.

## Admissions Criteria

The Department for CYPES allocated places based on a set criteria with priority given in the order detailed below:

1. Looked After Children and those where safeguarding is a concern
2. children with a special educational need (physical, social, emotional or educational)
3. children from families with particular needs (parents, brothers or sisters with a special need or chronic illness, night shift workers and children from families with three children living together all under the age of 5)
4. children with brothers or sisters in the school (Reception to Year 5)
5. children with brothers or sisters in the school (Year 6 - who will have left when they start)
6. time between date of birth and date of registration of interest with any Government of Jersey primary school

## Class Size Capacity

The maximum class sizes for school nurseries are below:

Bel Royal	30
d'Auvergne	45
First Tower	40
Grands Vaux	30
Grouville	30
Janvrin	30
La Moye	30
Mont Nicolle	30
Plat Douet	40
Rouge Bouillon	30
Samares	30
Springfield	26
St Clement	30
St John	30
St Lawrence	30
St Luke	20
St Martin	30
St Mary	26
St Peter	30
St Saviour	30
Trinity	26

The decision to increase numbers above the class size maximum must be in accordance with the [Statutory Requirements for Early Years Provision](#). Any places that will exceed the maximum class size capacity must be made with the agreement of the Education Minister and Head of Early Years. The decision will also consider the views of the head teacher in relation to class specific issues.

## Age of Admission

Admission to nursery classes is in the school year the child turns four and must be after the child's third birthday. Ideally a child will attend all three terms in the nursery classes before entering a reception class.

## Registrations of Interest and Application Procedures

All registrations of interest and applications for places must be made using the approved forms available from '[Registering for a school nursery place \(gov.je website\)](#)'.

At both the time of registration, application and the offer of a placement, the parent(s) must be informed in writing that **admission to the nursery class does not guarantee a place in the reception class of the school.**

## **Admissions when a child is of Nursery school age (known as 'In Year')**

When a family moves home address from one catchment area to another (or arrives in the Island from overseas), parents must complete and a pupil transfer request form available from '[School admissions and transfers](#)' (gov.je website).

### **Pattern of Attendance**

All children are entitled to up to 30 hours of nursery education. Attendance from an early age can help embed routines throughout a child's school career. Children will therefore be expected to attend the nursery class every school day during term time (usually Monday to Friday).

### Sessions

- Morning session of 20 hours per week (4 hours each day)
- All day session of 30 hours per week (6 hours each day)

Children in all schools will experience a staggered start at the beginning of the academic year building up to 30 hours per week. Most children will be ready to access full time hours (30 hours) by the end of September. The school can agree a flexible attendance arrangement in exceptional circumstances and if it is in the child's best interest. The school will be expected to consult with the Department for Children, Young People, Education and Skills in these circumstances. Children with identified Special Educational Needs and Disabilities will receive some targeted intervention and support to implement recommendations from the professionals involved.

To increase the hours during the school year, parents and carers will be required to give the school a week's notice in writing.

## **5. Further information and related documents**

Appendix 1 - Timing / Key Process Steps

[Registering for a school nursery place \(gov.je website\)](#)

[School admissions \(gov.je website\)](#)

[List of provided school \(Jersey law website\)](#)

[Education \(Jersey\) Law 1999 \(Jersey law website\)](#)

### **Appendix 1 - Timing / Key Process Steps**

Nursery places must be allocated after Reception places so that the school of any siblings can be factored into nursery allocations.

The key process steps are as follows:

- Parents are required to register their interest for a place at the earliest opportunity (it is recommended that they register with their catchment school)
- In the second half of the Spring term schools contact parents of all children that have registered with them and send them an application form for nursery.
- During the Spring term primary schools will be asked to supply details of all children that have completed an application form to the Department for CYPES.
- Once the number of children and places is known the Department for CYPES allocates places and sends details to schools. Offer letters are then sent to parents by schools during the spring term. CYPES sends letters to parents that have not been offered places.
- Parents are asked to reply directly to schools, by an agreed date in the spring term, indicating if they wish to accept the place, request an alternative place or are seeking a place in the private sector.

- Schools return all requests for places different to that offered to the Department for CYPES.
- When a place is offered, a home visit may be arranged to be undertaken by the nursery teacher or nursery officer.
- Visits to the nursery should be arranged before the child is admitted. These should be led by the nursery staff to allow relationships to be built with the adults in the nursery class.

### CHANGE HISTORY

Version	Date Issued	Issued by	Reason for change
1.0	2003	Head of Projects and Planning	Committee Policy (Appendix 1)
2.0	10 December 2013	Project Manager	Review of school admission policies, procedures and processes
3.0	June 2019	Policy and Planning Officer	Review class size capacity
4.0	October 2020	Policy and Planning Officer	Added new nursery class – St Mary
5.0	August 2021	Business Transformation Officer	Updated to reflect early years funded hour increase and pattern of attendance.

### APPROVAL

Presented to:	Date Approved	Approved by:	Presented by:
Senior Management Team Primary Heads	October 2013	SMT	Project Manager
Ministerial Team	October 2013	Ministerial Team	Project Manager
Senior Leadership Team	June 2019	Senior Leadership Team	Head of Early Years