

Education Department Policy

Title	Admissions to States' school nurseries
Issued	10 December 2013
Last Updated	27 July 2016
Author	Project Manager

1. Overview

This policy details the framework used by the Education Department to administer nursery school places for children within States' school nurseries.

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 the States' primary school nurseries (in the school year that they are 4 years of age).

This policy applies to children that live in Jersey and all children new to the island, in the school year that they are 4 years of age.

3. Responsibilities and distribution

The Education Department (rather than schools) is responsible for allocating all places at the States nursery schools.

The responsibility for admissions sits within the Planning & Projects Team.

This policy must be kept in a central location and distributed to relevant staff.

4. Policy/Standards

Admissions Criteria

The allocation of States' nursery school places is undertaken by the Education Department. This is based on a set criteria with priority given in the order detailed below:

1. children suspected of being at risk
2. children with social, educational, physical or emotional needs (e.g. medical conditions, disability or health needs)
3. children from families with particular needs (e.g. siblings with special needs, multiple births, parental illness, night shift workers)
4. children with brothers or sisters at the school
5. time between date of birth and date of application.

Parents allocated places under criteria 1 – 3 are required to provide supporting evidence from a relevant professional.

Class Sizes

The published maximum class size for a nursery school form is 30 children¹.

31st place – will only be allocated if instructed by the Education Minister or an appeals panel.

The decision to increase numbers above the class size maximum of 31 will consider the views of the head teacher in relation to class specific issues (e.g. SEN / AEN / EAL² considerations, space constraints).

If a nursery is allocated 31 children and 1 child leaves it does not mean that a space has become available.

Age of Admission

Admission to nursery classes must be after the child's third birthday (the school year within which they turn four). Ideally a child will attend 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')

Transfer requests can be dealt with over the phone. It is not deemed necessary to request parents to complete additional forms as nursery is non-statutory, they will already be known to the department and will be at the new nursery for less than a school year.

Children new to the Island must complete the approved nursery admission form available from ['Registering for a school nursery place \(gov.je website\)'](#).

¹ First Tower and Plat Douet nurseries have a capacity of 40 children, d'Auvergne 45 and Springfield 26

² SEN (Special Educational Need), AEN (Additional Educational Needs), EAL (English as an Additional Language).

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 \(Jersey law website\)](#)

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

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

ADDITIONAL INFORMATION

Planned review date	Distribution:
August 2016	
Associated Policies	Owner
Admissions to Non-fee paying Primary schools	

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 and this must be before the autumn half term of the school year within which they are three to be considered for a place during the bulk allocations).
- In the second half of the autumn term schools contact parents of all children that have registered with them and send them an application form for nursery.
- At the end of the autumn term primary schools will be asked to supply details of all children that have registered with them to the Education Department.
- Once the number of children and places is known the Education Department allocates places and sends details to schools. Offer letters are then sent to parents by schools during the spring term. The Education Department 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 Education Department.
- Parents that are not allocated places / request an alternative may appeal the decision. All appeals will normally be held by the end of the spring term.
- Appeals will not be held for requests submitted after the summer half term (unless there are exceptional circumstances).
- 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.