

# Smithy Bridge Foundation Primary School

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Information Leaflet,  
Prospectus and  
Application Form

for the

## **ADMISSION OF PUPILS**

to the

## **NURSERY**

of the school in

## **SEPTEMBER 2018**

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## Admissions to the Nursery in September 2018

If your child was born between 1st September 2014 and 31st August 2015, you may well be already considering whether you wish to place your child in a school nursery or arrange child-care in a different setting. If you feel your child will benefit from a half-time place in an educational setting, you are invited to apply for either a morning or an afternoon place in our School Nursery for him or her.

This booklet contains information about Smithy Bridge Primary School Nursery, as well as an application form for a Nursery place at this school.

You have until **Monday 15<sup>th</sup> January 2018** to make the application, and to return the completed application form to the school office. However, you are strongly advised not to delay in making your application, as late applications, after the above closing date, significantly disadvantage you from gaining a nursery place.

After the closing date, the process of allocation of places will begin, and any late requests for places will not be considered until the first offer of places has been made.

In April 2018 you will receive a letter from this school's Governors, letting you know whether or not your child has been offered a place here. If your child has been successful you will be asked to formally accept the place for your child. If your child has been unsuccessful, you will also be asked if you wish your child's name to be added to the waiting list for places at this school's nursery.

Names of children applying for Nursery places once the closing date for applications has passed will be added to the end of the waiting list.

If your child has a medical or psychological condition that may make attendance at Nursery dependent on extra help being made available, please state this in a note and attach this to the application form. We normally expect nursery pupils to be able to manage their own toileting and it would be very helpful if parents could make every effort to address this before they start in Nursery.

Please ensure that, before handing in the application form, you have read through the information sheets attached, particularly the Admissions Policy for Smithy Bridge School, which explains the method used by the School Governors in allocating places in this school's Nursery.

Should you wish to visit the Nursery and the school during the school day to see the classes in session, and meet the staff responsible for our younger pupils before making your decision, you will be very welcome. Please contact the school for a mutually convenient appointment.

If you require any help with making an application for a Nursery place for your child, please contact the Headteacher at the school.

Smithy Bridge Foundation Primary School

# Admission Policy for September 2018 Nursery Intake

## Method of Allocating Places at Smithy Bridge School Nursery

(Approved by the Secretary of State for Education in April 1992, and amended in 1996, 1997, 1999, 2000, 2001, 2003, 2004)

There are 60 part-time or 30 full time Nursery places available for September 2018 with the 15/30 hour per week entitlement . If the number of applicants does not exceed this number, the School Governors will admit all applicants.

The Governing Body will make every effort to offer children the opportunity to take up more of their flexible entitlement by booking extra sessions. Arrangements around the flexible entitlement will be made after places have been offered.

The Governors have determined that if the demand for places at Smithy Bridge School Nursery exceeds the number of places available (see above), priority will be given to the categories listed below, in the priority order shown.

If you feel any of the categories apply to your child's circumstances, ***please put this on the application form***, and if necessary, ask your health visitor, social worker or doctor to write to the school to support your view. Any information given will be treated in confidence by the school.

### **PRIORITY 1**

#### A) LINGUISTIC

Priority for admission will be given to any child where there is evidence of limited or late language development **and** evidence of a referral to the Speech and Language Therapy Services. If you think this applies to your child, you should provide evidence of this referral.

#### B) MEDICAL, PSYCHOLOGICAL or SOCIAL

Priority for admission will be given to any child where there is evidence of that child having a medical or psychological difficulty which is likely to affect his or her learning, providing the nursery is able to support the child's particular needs. There must be written supporting evidence either from the Consultant Community Paediatrician, the Clinical Psychologist or the Educational Psychology Service. A child who is in the care of the Local Authority or at the centre of a child protection enquiry or is placed on the child protection register will also have priority admission, written supporting evidence from Social Services being required.

#### C) FAMILY

Priority for admission will be given to children of families where there are three or more children under five years of age living full time in the household at the time of application.

If you think this applies to your child, you should produce your Child Benefit confirmation letter (or similar) as evidence of the children living at your address.

Should there be insufficient places to meet the priority applications made under the above headings, then the headteacher and governors will allocate places based on the information given to them by parents on this application form and supporting evidence from health visitor, social worker and/or doctor as well as the age of the child where, if other factors appear to be equal, **priority will be given to the oldest children.**

### **PRIORITY 2**

### SIBLINGS

Should there still be places available once the above criteria have been dealt with, then the remaining places will be filled firstly by sibling priority. Children who have an elder brother or sister attending Smithy Bridge Primary School at the time of making application will be offered places first **in order of age of the nursery applicants**, the oldest being offered places first. Please note that attendance of a sibling at Smithy Bridge Primary School Nursery does **not** count here. Brother or sister in this context means a child who is living full time in the same family home as the sibling(s). Part-time residence does not count.

### FAMILIES OF SERVICE PERSONNEL PRIORITY

Children of armed forces families and crown servants returning to the UK or the Rochdale Metropolitan Borough at the end of their service, a nursery place can be allocated in advance of their return, even if there is uncertainty about the exact future address of the child if not yet in the UK. The place can be held open until the family arrive in the UK or return to the area, until the start of the following term.

### PRIORITY 3

### REMAINING PLACES

After the above priority cases, if there are still vacancies, other children whose parents have applied for places at Smithy Bridge Primary School Nursery will be allocated places by proximity of the child's home to the school (measured using LA software which also used for Reception Admissions), with those living nearer being accorded the higher priority (but bearing in mind the principle of ease of access to Smithy Bridge School or other schools for those in outlying rural areas), until the nursery places are all allocated.

### EMERGENCY NURSERY PLACEMENTS

At the discretion of the Chair of the Governors and the Headteacher, a child of nursery age may be granted a nursery place when emergency circumstances make this necessary, provided the numbers of pupils in the nursery allow this to be done. Such emergencies could include the serious illness of or accident to a parent, but many other circumstances would be considered.

# **NURSERY PROSPECTUS**

(PUBLISHED 1ST SEPTEMBER 2017))

Please note that the information and particulars herein contained are correct in relation to the School Year 2017/18 as at compilation date of 1st September 2017. It should not be assumed that there will be no changes affecting the relevant arrangements or such information and particulars either before the start of or during the present school year, or in relation to subsequent school years.

Nursery Standard Admission Number: 60 part-time pupils in the Nursery Unit  
(Up to 30 in morning session, 30 in afternoon session).  
**OR** 30 full- time pupils in the Nursery Unit

Approx. number of pupils in the school: Approx. 450 in total, including nursery pupils

Headteacher:	Jane George
Deputy Headteacher:	Mark Brown
Assistant Head teacher	Karen Burman
Chairman of the School Governing Body:	Stephen Ruddy
Teacher in charge of the Nursery:	Katy Copeland

Visiting Arrangements: To arrange a visit to the school parents are asked to contact the headteacher to make a mutually convenient appointment.

Smithy Bridge Primary School is a Foundation co-educational comprehensive day primary school with a Nursery Unit as an integral part of the school.

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## **GENERAL INFORMATION**

### **Why you should look for a nursery attached to a good primary school.....**

Coming to nursery is an important part of the Foundation Stage of the National Curriculum. We consider a nursery place at this school to be far more than just good quality child-care.

In our school setting, we are very aware of what is needed to help children build strong foundations for their future education. Our nursery staff work very closely with the reception class staff to ensure that there is a smooth transition and continuity between attending our nursery and then going on into full-time school and the reception class year.

Our well-equipped and purpose-built Foundation Stage Unit provides a happy, purposeful environment where every child is encouraged to develop to his or her full potential, as a sound positive preparation for full-time education. Through carefully planned play activities, the children try out new experiences, and develop language, scientific and mathematical skills suitable for such young children.

Equally important, the children are helped to develop social skills in mixing and playing with others, sharing the fun of nursery life. Coming to Nursery is an important first step in a child's school life, and our Nursery's aim is to ensure that this first step is full of fun and happiness as well as providing the necessary mental stimulation and challenge for a child of nursery age.

If accessing the 15 hour entitlement children normally attend nursery for either a morning session (9.00 a.m. to 12.00 a.m.) or an afternoon session (12.30 p.m. to 3.30 p.m.). Children can usually book extra sessions in advance and make arrangements to stay over the lunchtime (bringing their own packed lunch or can have a school meal at a subsidised cost). If accessing the new 30 hour entitlement parents can access the following sessions, the 4 day pattern, the afternoon off pattern, the whole offer and the traditional full time pattern.

We have a fully-qualified and experienced nursery teacher who runs our nursery and two qualified teaching assistants, who work with our nursery teacher to provide the very high quality educational experiences that the children receive each session. There are other experienced staff working in the nursery setting, your child will get to know these people well.

The school was inspected by Ofsted, the government's education watchdog, in February 2009 and the ensuing report describes the high standards and academic achievement of the whole school in very complimentary terms, the school was deemed to be 'outstanding'. Details of this inspection report are available on the school inspection (Ofsted) website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) under Rochdale Local Education Authority – primary schools section, or ask at the school office for an official summary of the document. The nursery was complimented on its high standards and its happy, caring atmosphere.

You may also like to look on the internet at the school's website: [www.sbs.rochdale.sch.uk](http://www.sbs.rochdale.sch.uk) which has lots of up to date information and pictures of school life.

### **Facilities for the children and their care**

The Foundation Unit facilities provide a first class environment where the children can be cared for and be helped to enjoy their play and activities.

Indoors we have play areas for wet, dry, creative, imaginative and messy activities, two Quiet Rooms for group activities, child-sized toilets, a nursery kitchen, and access to a very large hall.

We have an excellent range of toys, activities, art and craft and other indoor nursery equipment.

Outdoors we have secure areas for adventurous play, a grassy play area, a purpose made climbing frame with soft surface landing areas underneath, and access to the rest of the school grounds. We have a wide range of outdoor play equipment from which the children can choose, during nursery sessions. Children are able to move freely between the indoor and outdoor classrooms and operate with children from the school Reception class who present a strong role model.

Children being children, there are bound to be accidents from time to time, of which the vast majority are not serious! In case of accident at school, the staff will try to contact a parent, and in the meantime carry out such First Aid as staff qualifications allow, with referral to the accident unit of Rochdale Infirmary if necessary. Several of the school staff are qualified First Aiders.

Similar arrangements apply in cases of illness at school. We would encourage parents to keep sick children at home but if they become unwell during the Nursery session they are kept as comfortable as circumstances allow until either the parent or other nominated adult can take the child home.

Parents are asked to ensure that their children attend Nursery regularly. When pupils have to be absent, parents should inform school as to the reason. In cases of unexplained absence, the school may ask the Education Welfare service to investigate and offer help where appropriate. If the absence continues beyond three weeks without good reason, the school will enquire whether the nursery place is still required. If the child continues to be absent and the child's family makes no contact with school, then the place will be withdrawn without further notice. Notification of withdrawal of place will sent in a letter from the headteacher.

The staff of the school are very aware of their responsibilities towards such young children. Their aim is to behave towards the children in a way one would normally expect of a reasonable parent.

If for instance a child accidentally wets or soils him/herself, if parents are unavailable, staff will clean the child and provide loaned clothing for the child to wear.

The school recognises its obligations to protect the interests of all the children it serves through its acceptance of the need for inter-agency co-operation for the protection of children from abuse. This follows on from the Children Act 1989, and means that there could be occasions where the school is under an obligation to refer specified professional concerns to appropriate agencies within Rochdale's child protection systems.

## **Reception Class Applications**

The school hopes that if children are happy and settled with the staff and children at this school, parents may wish to consider applying for a Reception Class place at the school in September 2019 once the Nursery year is over. However a place in this school's nursery class does not give an automatic right to a place in this school's Reception Class. All parents must follow the application procedure for Reception Class places, for which details and application forms will be available in Autumn 2018, this is an on-line process.

Whilst a personal recommendation from friends, neighbours or family on choice of school is always useful, all parents are invited to visit the school's Reception Classes to see for themselves if the school is likely to meet the needs of their child.

Please complete this form in BLOCK CAPITALS, and enclose your child's birth certificate and some means of checking your child's address (e.g. Child Benefit confirmation letter), which will be returned to you.

Childs Surname		Forename	
<i>Office Use Only : Birth Certificate Seen</i> <input type="checkbox"/>			
Date of Birth:		Male/Female	
Address:			
Home Number		Mobile	

*N.B The address you provide must be where the child normally resides and will be checked by the school.*

Children in the nursery are normally allocated either a daily morning or afternoon place if accessing the 15 hour entitlement only. It may not be possible to allocate your preference but we will endeavour to allocate your preferred session

Please tick below box for your preference:-

Morning Session (9-12pm)       Afternoon Sessions (12.30-3:30pm)

If you wish to access the 30 hour free entitlement introduced in 2017 please complete:

	30 Hour Preference (Please tick)	Hrs Used	Cost	Yes
The 4 day Pattern	4am and 4pm sessions + Lunchtime supervision (12-12:30pm) + 4 pre sessions (8.30-9.00) + 4 after sessions (3.30-4.00pm)	30	No	
The afternoon off pattern:	5am and 4pm sessions + 4 Lunchtime supervision (12-12:30pm) + 2 pre sessions (8.30-9.00) <u>OR</u> 2 after sessions (3.30-4.00pm)	30	No	
The whole Offer	5am and 5pm sessions + 5 Lunchtime supervision (12-12:30pm) + 5 pre sessions (8.30-9.00) + 5 after sessions (3.30-4.00pm)	37.5	£37.50pw	
The traditional Pattern	5am and 5pm sessions + 5 Lunchtime supervision (12-12:30pm)	32.50	£12.50pw	

Does your child come under any of the priorities listed in the admission policy that make it additionally important to have a Nursery place at this school? (Please note that you must produce evidence as listed in the attached booklet in order for the governors to consider your child as a priority.) See page 3.

YES / NO      If YES, please state reason: \_\_\_\_\_

If you have answered 'YES' please provide the required evidence as stated in the policy. You can also give further information if you wish by enclosing a note with this form. If the necessary supporting information is NOT supplied with this application form, normally the school will disregard priority claims.

If you already have children attending Smithy Bridge School, (not the nursery) please give their names and the class number(s) they are in at the time of application:

Name: \_\_\_\_\_

**ALL APPLICATIONS MUST BE SIGNED BY PARENT/GUARDIAN.**

I have read and understood the information supplied by Smithy Bridge Primary School on applying for a place at the school for my child. I undertake to notify the school in writing if any significant information changes, particularly my child's home address. I certify that the information I give above is true.

Signed..... Parent/Guardian Date.....

Please print parent/guardian's full name: Mrs/Ms/Mr .....