

# Admission to **Nursery**

Information about free Early Education Places  
for 3 and 4 year olds in Doncaster

School Nursery Admissions | September 2018 to July 2019

**Make the  
application  
even process  
easier**



*Apply online  
and receive an  
instant receipt*



**Doncaster**  
Metropolitan Borough Council

[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

# Summary – Nursery Admissions

An application form must be completed before a child can be admitted to a school nursery.

## Admissions – To start in September 2018

- Choose a school.  
(School list – Appendix 2)
- Complete, **sign** and return the application form.
- Send it back by **2 October 2017**.  
(Applications can still be made after this date)
- Make sure you get a receipt as proof that you have handed in your form.

## Decisions will be posted on 6 November 2017.

- If you are successful, the school will give you a start date.

## Admissions – During the school year

- Choose a school.  
(School list – Appendix 2)
- Complete, **sign** and return the application form.
- If successful, you will be required to sign a contract committing to a minimum of one term at the allocated Nursery.

## Transfer - During the school year

- As you will have signed a contract to remain at the present Nursery for one term your child will not normally be able to transfer to another nursery until the beginning of the next new term.
- Think carefully about your child moving school.
- Discuss the move with your present school.
- Complete, **sign** and return the application form.

## Community Schools and Academies

- Where possible, applications are **normally** processed each school week.
- Decisions on forms received by the Council by 5pm on Friday are **normally** posted by the end of the following school week.
- Please note, due to the volume of applications and data protection, no decisions will be given over the phone.

Your child can only be considered for a place if an application is made.

## Important!

A headteacher or their representative can not offer a place in a school, except in the case of Voluntary Aided or Academies and only then if this power has specifically been delegated to the Headteacher by the school's Governing Body.

## Important!

Please note: the fact that a child has attended a nursery at a school will not normally have a bearing upon your application for a reception place. Attendance at a nursery **is not** considered as part of the admission to reception criteria for the majority of schools.

## Fraudulent Applications

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, eg: giving a false address. It is for parents to satisfy the Council of their circumstances as they apply to the admission criteria at the time of application.

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## Terms used in this booklet

### **Doncaster**

Any references contained within the booklet to Doncaster means the area covered by Doncaster Council.

### **Living or ordinarily resident**

References contained within the booklet to where a child is 'living' or 'ordinarily resident' means where a child is habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. It is for parents to satisfy the admission authority of a change of address. If parents are moving address they will only be considered as being ordinarily resident and, therefore, considered under this criterion, when they are living at their new address.

### **The council**

The council refers to Doncaster Council.

### **Parents**

Where the word parent appears, it extends to any person having parental responsibility for a child in accordance with the terms of the Children Act 1989.

### **Childcare providers**

There are different types of childcare providers that are registered with the Council to provide free early education places for 3 and 4 year olds. The types include: day nursery, child minder, independent school or sessional care which may be called playgroup or pre-school

## Possible changes after publication

The council is currently reviewing the admission of pupils to nursery and the number of places available which may lead to a change in policy and its application.

The information given in this booklet has been checked and at the time of writing (July 2017) is as accurate as can be. However, unavoidable changes may occur between that date and the date of admission to nursery in September 2018.

The council is undertaking a strategic review of primary school organisation in the borough. The Strategic review may, therefore, have implications for admissions to primary school in September 2018. Until the review is complete, the Council cannot say what the implications will be. However, any proposals to alter existing school organisation and/or provision in any area of the borough will be subject to the necessary statutory procedures and consultation process.

## Introduction

Doncaster Council has a strong commitment to providing early childhood education and care. Almost all infant and primary schools in Doncaster have a nursery class that admits children at the start of the term after a child's third birthday, assuming places are available. All children can attend up to 15 hours a week term time or for working parents who meet the eligibility criteria, up to 30 hours a week term time. Parents will agree with the school or childcare provider which sessions the child will attend. The 15 / 30 hours can be accessed across a range of providers.

The Government fully supports this provision and is providing extra funding through Authorities to allow for all three year olds to have a nursery place if their parents so wish. The names and details of all schools with nurseries can be found in Appendix 2. Doncaster Council works to make sure that parents have a choice of free early years provision. You may prefer for your child to attend a childcare provision that is registered with the Council to provide free early education places for 3 and 4 year olds, for example, day nursery, child minder, independent school or sessional care which may be called playgroup or pre-school. All three year olds are entitled to a free part-time place from the term after their third birthday (subject to places). Details of this process can be found on page 2. If you decide to send your child to an independent childcare provider this will not affect their right to a place in a school in which they would normally start full time schooling.

Doncaster Council works to ensure that all provision for young children, whether in the maintained sector or within a childcare provision, is of good quality and is likely to maintain the high standards established in Doncaster and recognised by Ofsted. Support and training to the maintained sector and childcare providers has ensured that parents have a real quality choice in early years education for their children.

This booklet sets out the arrangements for admitting three year old children to school nurseries and provides a great deal of important and useful information about procedures and how to go about registering your child in a nursery setting. It also includes contact details for the Families Information Service for parents to find out about the childcare providers in their area that are registered with the Council to provide free early education places for three and four year olds.

### **Your views are important**

We welcome your views. We are continually looking to improve our service by regularly reviewing our performance, comparing it with other similar areas, actively seeking feedback from our customers and acting on it. You can be an important part of this continual improvement by completing the questionnaire found in Appendix 3.

## **Welcome to Doncaster early years education and care!**

## What is a free early education place?

This is what your child is entitled to from the term following their third birthday. It is paid for by the Government, through Doncaster Council so it is free to you.

### Free early education entitlements

15 hours free early education per week, for 38 weeks of the year (term time), which equates to up to 570 hours over a year, this is a universal entitlement for all 3 and 4 year olds.

30 hours for working parents who meet the eligibility criteria free early education per week for 38 weeks of the year (term time), which equates to up to 1140 hours over a year, this is for 3 and 4 year olds from working families that meet the eligibility criteria. The 30 hours will consist of the current 15 hours universal entitlement and an additional 15 hours which will be known as the 'extended entitlement'.

### Where can my child take up their place?

The options open to you are schools with nurseries and childcare providers that are registered on the local authorities Directory of Funded Providers to deliver 3 and 4 year old funded places, which includes: independent schools, day nurseries, childminders or sessional providers (which may be called a playgroup or pre-school).

Please note: The entitlement to a free place does not offer a guarantee of a place at any one particular school / childcare provision or a particular pattern of provision. For the 30 hours of free early education places, it is up to each individual school or childcare provider to decide whether or not they will provide places.

### How can I use my entitlement?

There is no requirement that a free early education place must be taken or delivered on particular days of the week or at particular times of the day. Therefore you need to ask your preferred school / childcare provider what service they offer, at what times and days, in order for you to determine if it meets your needs.

For the 15 hours universal entitlement, the traditional offer of a place at a school nursery is for children to attend either five mornings or five afternoons a week, term time. However some schools do have available a more flexible offer which could for example include a choice of full and half days. Where a school nursery provides 30 hour places the majority of schools will deliver this across 5 days a week term time only.

Some schools / childcare providers offer the free early education places 'flexibly' which means you may be able to choose from a range of options and hours to suit your needs.

A 'stretched offer' is when the entitlement hours are delivered across more than the 38 weeks in a year, which would mean taking fewer hours a week over more weeks of the year. An example would be 22 hours a week over 51 weeks of the year for the 30 hours entitlement or 11 hours a week over 51 weeks of the year for the 15 hours entitlement.

The offer of the free hours is subject to the following:

- A session cannot be longer than 10 hours
- the free entitlement hours cannot be taken before 6am or after 8pm
- a maximum of two sites per day – which means a parent may use any combination of school nursery and childcare providers to access the entitlement hours, up to two sites a day

### **Will I have to pay anything for my child's 15 / 30 hour place?**

No, the actual 15 hours and for those who are eligible the 30 hours early education place will be delivered free to the parent. Government funding for a free place is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, additional services or additional hours (hours that are taken over and above the free entitlement hours). Therefore schools / childcare providers will charge for additional hours, meals, trips out and consumables such as nappies, wipes, sun cream etc.

However, it will be the parents' choice whether to take up any of these additional services and it must not be a condition on taking up any part of the 15 / 30 hours free place that a parent has to pay a fee, the place must be delivered completely free of charge. The parent is likely to have the option to supply any consumables or a meal / snack for their child.

### **What do I need to know?**

Contact the Families Information Service for a childcare / school search, eligibility criteria for the 30 hours entitlement and frequently asked questions:

Website [www.doncaster.gov.uk/FIS](http://www.doncaster.gov.uk/FIS) Telephone 0800 138 4568 Email [fis@doncaster.gov.uk](mailto:fis@doncaster.gov.uk)

If you are a parent who needs further assistance to find a provider to meet the needs of your particular family circumstances Telephone 01302 735237

Access the governments new Childcare Choices website which provides all the information a parent needs to understand what is available with regards to eligibility criteria, free childcare and help with childcare costs. This site includes a childcare calculator which helps a parent compare the government childcare offers and checks what works best for a family. There are links to the application page for the 30 hours entitlement. Website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Talk to your school, childcare providers or family hub for support and information.

### **How do I apply for a place ?**

To apply for the 15 hours universal entitlement at a school nursery you must complete the application form which is available from the Admissions Team or by applying online at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions). To apply for the 15 hours extended entitlement at a school nursery you should contact the school directly to check if they offer these places and have any available. You will then need to follow the schools own admission policy and administration process to secure a place.

To apply for a 15 or 30 hour place with a childcare provider or independent school you need to check if they offer these places and have any available. You will then need to follow the provider's admission policy and administration process to secure a place.

Your child must have taken up a place by 'Headcount Date' to secure the free entitlement funding for your child's place at the school / childcare provision.

The Headcount Dates are as follows:

Spring Term 19 January

Summer Term 18 May

Autumn Term 5 October

You will be required to complete and sign a Parent Declaration Form which gives the school / childcare provider authorisation to claim the free entitlement funding on behalf of your child.

The Council will not make an adjustment to funding allocations for children that move between school / childcare providers mid-term. Therefore, if you decide to move your child mid-term a funded place elsewhere cannot be guaranteed.

## Provision in school nurseries

This section gives guidance about admission to a nursery in either a community, academy or voluntary aided church school in Doncaster. If you have any other questions you can contact Doncaster Council's School Admissions Team, telephone 01302 737205.

At present 75 infant or primary schools and three special schools have nurseries. These are listed in appendix 2. There are four categories of school:

- Community schools are maintained by the Council. The council sets the admissions policy and allocates places in accordance with the criteria listed in this booklet.
- Aided schools are denominational i.e. Church of England or Roman Catholic. Admission to these schools is controlled by their governing body and not the Council.
- Special schools are maintained by the Council. Admission to these schools is determined by a Statement of Special Educational Needs or Education and Health Care Plan.
- Academies. Admission to these schools are set by the governing body of the school.

### What are catchment areas and pyramids?

Schools are organised in groups of schools with one main secondary school, known as a pyramid system, and serve a locality of the borough, normally referred to as a catchment area. If you wish to know which catchment area you live in, you should either contact your local school or Doncaster Council's School Admissions Team, telephone 01302 737205. As a guide, these localities are shown in simplified form on a map of Doncaster in appendix 1.

No school maintained by the Council admits children on the basis of selection by ability or aptitude. The council has no arrangements for admitting children to non-maintained or private schools other than children with special educational needs.

### How do I obtain further information about schools?

Specific enquiries regarding each school should be made to the school concerned. Their telephone numbers and addresses can be found in Appendix 2. You may also wish to visit the school's website for information about the school, including uniforms, policy information, session times, national test results and how you can support your child's learning.

You may also wish to visit schools before making your final choice.

However, only if you have been allocated a place in writing by the relevant admission authority will your child be able to attend that school. A headteacher can only offer a nursery place if it is a voluntary aided (church) school or an academy.

### Doncaster primary schools performance tables

Copies of the tables covering Doncaster schools are available from:  
[www.education.gov.uk/performance/tables](http://www.education.gov.uk/performance/tables)



## Admission to school nurseries

Briefly, admissions to nursery classes are provided as follows:

### Normal admission: 15 hours universal free entitlement place

Children are normally admitted to a nursery in the September following their third birthday.

### Early admission: 15 hours universal entitlement place

Children are entitled to a 15 hour universal entitlement place in the term following their third birthday and will be admitted to the nursery early if a place is available.

If an early place is not available the Families Information Service can provide you with details of independent schools and childcare providers in your area who can provide 15 hour places:  
Website [www.doncaster.gov.uk/FIS](http://www.doncaster.gov.uk/FIS) Telephone 0800 138 4568 Email [fis@doncaster.gov.uk](mailto:fis@doncaster.gov.uk)

### Which sessions will my child be able to attend?

The headteacher decides which session a child will attend. Whilst every effort is made to take parents preferred sessions into account, parents must understand that is not always possible. Schools traditionally offer five morning or five afternoon sessions a week (3 hours each). However the 15 hours can be available flexibly giving parents a choice of sessions which may include full and half days. You need to discuss with the school what their offer to parents is.

### How many places are available?

Appendix 2 shows the number of children that can be admitted to each nursery.

### Admission to school nurseries: 15 hours extended entitlement place

A child will be able to access a 15 hour extended entitlement place when both of the following conditions are satisfied:

- the term after the child's third birthday
- the term following the date the parent received an eligibility code

Please note: if the eligibility code is received mid-term, the child cannot access a place until the beginning of the following term.

The school will have their own admissions policy and administration process to allocate these places. Please be aware that some schools may have a limited number of places. It is important that you receive confirmation from the school you have secured a place.

For further information on the 30 hours entitlement visit the Families Information Service website: <http://www.doncaster.gov.uk/services/schools/30-hour-free-entitlement>

### Are children required to be toilet trained?

No.

## Important!

If your child has an Education and Health Care Plan or a proposed plan, see the section 'Special Educational Needs', for information on the admission of your child to a nursery in Doncaster

# Applying for a place in a school nursery

## What do I need to do?

You may wish to arrange to visit the school.

Complete an application form available from the Admissions Team or online at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions).

Please ensure that those with parental responsibility are consulted regarding the school chosen. (See 'What are my responsibilities?' on page 15)

## Can I make more than one choice of school?

Only one application for one school can be considered at a time.

## When do I need to apply by?

**You must apply no later than  
2 October 2017**

A delay in completing your form may mean that nursery places are filled and a place may not be available for your child even if you live in the catchment area. Late applications are considered after those received by the closing date but will have less chance of success.

Early nursery places may be offered at the beginning of each term, dependant on a child's date of birth, therefore some nursery schools may be full with early admissions.

A receipt will be issued when you submit your form and you should retain it as proof your form has been received.

## Important!

When your child starts, the school will ask for written confirmation of your address.

Any place offered on the basis of a fraudulent or intentionally misleading statement on the application form, for example giving a false address, will be withdrawn.

## How are nursery places decided?

### Community schools – admission criteria

Pupils with an Educational and Health Care Plan naming the school are taken into account and places are allocated in the following order of priority:

- A. Looked after children or previously looked after children.
- B. Children who are ordinarily resident in the catchment area of the preferred school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

- C. Doncaster children, living within the same family unit (e.g. stepchildren) who are attending the requested school at the point of application (excluding nursery). Where the preferred school is an Infant school, attendance at a linked junior school will be included.
- D. Doncaster children who live in the catchment area of a school without a nursery.
- E. Doncaster children who live in the catchment area of a school with a nursery.
- F. Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be decided by date of birth, eldest first.

If there are any children with identical dates of birth the child living nearest to the preferred school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the school building. In the case of split-site schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

### Multiple addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### Academies

Admissions policies for these schools are set by the governing body. In the majority of cases these are the same as those set for community schools (above). Check individual schools for details.

### Voluntary Aided (Church) Schools – admission criteria

Admissions to these schools are dealt with by their governing bodies. Further information on their admissions policies can be obtained from the school concerned.

### What happens if I get a place?

Your child will be offered a place to start at the school in the September following their third birthday. The school will confirm the start date, which may be either one term or two terms early.

### What happens if I don't get a place?

Your child's name will be added to the waiting list of the school. The Admissions Team maintains the waiting list and will contact you if a place becomes available.

### How do waiting lists work?

If your child is refused a place, their name will be added to that school's waiting list which is held in criteria order and by date of birth within criteria (eldest first). Places will be offered first to children of current nursery age and then to any children who may be eligible to be admitted early.

### **What happens if I change my mind or make a further unsuccessful application?**

You should confirm in writing to Doncaster Council's Schools Admissions Team that you have changed your mind. If you make a new application which is unsuccessful, your child's name will be added to that schools waiting list.

### **What happens if I change my mind or make a further successful application?**

You should confirm in writing to Doncaster Council's School Admissions Team that you have changed your mind. If you make a further successful application, any previous places offered will automatically be withdrawn.

### **What if I make an application after the closing date?**

Your application will be treated as late and will be processed as soon as possible.

### **What happens if I move house after I have applied?**

- **Before the closing date?**

You should contact Doncaster Council's School Admissions Team immediately as your application may be affected or you may have time to make an application for another school.

- **After the closing date?**

If you move house after the closing date, your child can still have the place offered, provided that you are able to transport them at no cost to the Council.

You will need to tell the school of your new address.

You may make an application for another school.

### **How do I apply for a place after the closing date or during the school year?**

You should apply to the Council for a school place.

If your child is already attending a nursery and you are successful, your start date may be affected by your previous contract. If you are moving into the area during the school year, your application will normally be processed two weeks before your moving date.

### **What do I do if I want to apply for a place outside of Doncaster?**

You should apply to the schools local council or the governing body of a voluntary aided school.

### **What if I live outside Doncaster?**

Although you can apply for a place in Doncaster and this will be considered along with all other applications, you should also contact your own council for advice.

## **Early admission**

Once you have made your application, if you are successful you will be offered a start date by the school for admission in September. If the school has vacancies in their current nursery, your child may be able to start earlier, and places are offered in criteria order taking into account their date of birth as follows:

- Children born **on or before** 31 December may be able to access a place after that date.
- Children born **on or before** 31 March may be able to access a place after that date.

If your chosen school is unable to offer your child an early place you can contact the School Admissions Team for details of other schools with places.

The Doncaster Families Information Service can also provide you with details of other registered providers in your area. Contact 0800 138 4568.

### **What happens if my child has attended nursery early?**

If you have secured a place for September they would normally remain at that nursery. If you wish to change nurseries you should contact Doncaster Council's School Admissions Team, telephone 01302 737205 for further advice.

## **Pupils with an Education, Health and Care Plans (EHCP)**

Many children will, at some stage in their educational career, experience barriers to or difficulty with their learning. About one fifth of all children may be expected to experience longer-term difficulties accessing some part of the academic or social curriculum on offer at our schools. The majority of these children, who may be deemed to have special educational needs, have their needs successfully met by their mainstream school from within its own resources supported, where appropriate, by central specialised services.

For a small minority of children their needs and long-term progress are such that the Council may intervene through a formal assessment of educational need under the Education Act 1996. Exceptionally the Council may also support a small number of children through an EHCP, where additional resources are targeted to enable the child to make progress.

All schools in Doncaster comply with the requirements of the Code of Practice on Special Educational Needs (issued by the Department for Education (DfE) in November 2001). All schools have a Special Educational Needs Policy that details how the school will support children with additional needs and a designated member of staff who oversees provision, the Special Educational Needs Co-ordinator (SENCO). If you are concerned that your child may experience difficulty accessing the education on offer in a local mainstream nursery class the Pre-school Inclusion Service may provide support. The service may be contacted on 01302 862103.

The role of parents/carers in supporting their child's development and progress is paramount. To support the relationship between schools, parents/carers and the local authority, Doncaster Council maintains a Parent Partnership Service. The service operates independently and works to empower parents in their relationships with schools and the Council. The Parent Partnership Service may be contacted on 01302 736920. Further details on the Parent Partnership Service may be found within the separate section in this booklet.

### **Admission to nursery**

If you are concerned about the admission to nursery for your child who has special educational needs but not an EHCP you should first discuss your concerns with the Pre-school Inclusion Service, telephone 862103. You can ask to meet the SENCO of the school you are considering for your child. He or she will be able to supply you with a copy of the school's Special Educational Needs Policy and describe the types of support available within that school. The Parent Partnership Service can also help with information on local schools and supporting admission meetings for children with special educational needs or EHCP.

### **Children with an EHCP**

An EHCP must name the school the child attends. The council will always seek to support a parent/carer's request for a mainstream school placement for their child with an EHCP, where the requested school can meet the child's needs and the request does not compromise the efficient use of council resources or the efficient education of other pupils with whom the child would be educated. The council will give consideration to a parent/carer's request for a special school placement.

The council has working protocols to ensure that the parents/carers of pupils with identified barriers to learning, including special educational needs and disability, have a comprehensive choice of schools for their child including the local mainstream school. The protocols ensure that children with

an EHCP are not disadvantaged in their choice of school at any age.

Staff from the Pre-school Inclusion Service generally provide support for very young children with an ECHP. Pre-school Inclusion Team will be able to provide advice and support to parents/carers on the provision available for children with special educational needs in local nurseries.

The Parent Partnership Service is also available to help parents/carers with their choice of school placement. The Service may be contacted through your child's school or direct on 01302 736920. Further details on the Parent Partnership Service may be found within the separate section in this booklet.

## **What happens after my child has attended nursery? (Starting school in a reception class)**

All the Council's primary and infant schools admit children full-time to their reception classes at the start of the school year in which the children are five.

Children are required by law to start school if their fifth birthday:

- **is between 1 April and 31 August**  
at the start of the Autumn term (normally in September)
- **is between 1 September and 31 December**  
at the start of the Spring term (normally in January)
- **is between 1 January and 31 March**  
at the start of the Summer term (normally in April)

However, children in Doncaster are admitted to reception classes in schools at the start of the school year (September) in which they will be five; that is, children with birth dates from 1 September 2014 to 31 August 2015 will be admitted to reception classes in schools during September 2019.

If your child attends a school nursery or is on a nursery waiting list, we will write to you to advise you how to apply for a place at the school of your choice. If not, you should contact Doncaster Council's School Admissions Team for further advice, telephone 01302 737273 before the end of September 2018.

Briefly, you will be required to complete an application form which will be available early in the Autumn term. Copies of the booklet are available from Doncaster Council's School Admissions Team, telephone 01302 737273.

### **Important!**

**Attendance at a Nursery is not normally considered as part of the admission to reception criteria and there is no automatic right of admission into a reception class. All parents must apply for the school they wish to attend.**

## General information

### General enquiries

The council can be contacted at The Civic Building, Waterdale, Doncaster DN1 3BU. The general telephone number is (01302) 736000. The general email address is [generalenquiries@doncaster.gov.uk](mailto:generalenquiries@doncaster.gov.uk) The website address is [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

Written enquiries should be addressed to the Council, at the address above.

The staff of the Council are always willing to give help and advice about your child's education.

### Admission enquiries

Doncaster Council's School Admissions Team can provide further advice and guidance regarding the admission process. They can be contacted at the address given above, by telephone 01302 737205 or by email at [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

### Comments and complaints

As parents, you should always try and resolve any problems or concerns about your child's education with your child's teacher or headteacher. However, if you are unable to resolve them by this means, you should refer the matter to the chairperson of the school's governing body.

Contact details are available from the school, which may also have their own complaints procedures.

The council is determined to provide the best service possible within available resources.

The service will continue to improve more quickly if you, the customer, give us your views, and tell us what we are doing wrong and what we are doing right. We are keen to have your views or suggestions about:

- the kinds of services we provide;
- the way we provide these services;
- the levels of service;
- decisions not to provide a service.

If you have a formal complaint, a copy of the Council's complaints procedure is available from the Council.

If you are concerned that a school or the Council is not carrying out its duties for the national curriculum, you should read the document 'Local Arrangements for the Consideration of Complaints (Curriculum and Religious Worship)' available in each school or at the Civic Building, telephone 01302 736000.

### Is transport provided for nursery age children?

The authority does not provide assistance with the transport of pupils to nursery classes.

### Is milk provided for nursery age children?

Pupils in nursery are provided with one third of a pint of milk, which may, at the discretion of the school, be in a bottle or a carton.

# What are my responsibilities?

## Regular attendance

Regular attendance by pupils is required by all schools. You should ensure that your child(ren) attend punctually and regularly. Irregular attendance undermines the educational process and can disadvantage the child. You should ensure that your child arrives at school on time, properly dressed and in a condition to learn.

## Absences from school

It is your responsibility to inform schools of the reasons for a child's absence as soon as possible, preferably on the first day of absence, and to provide such further information as may be required. The school will give you more information when your child starts with them.

## Are there other people with parental responsibility?

The Children Act 1989 and the Adoption and Children Act 2002 replaced the many different laws on parental rights and duties with a single concept of 'Parental Responsibility'. It also introduced changes about who has parental responsibility, how it can be gained and lost, and the way it can be shared. A court order may also limit the exercise of parental responsibility.

Please ensure that the school is informed of anyone with parental responsibility relating to the child and about any court orders in operation.

The Act has major implications for schools and the Council. It will be necessary for schools periodically to ask you to provide them with information about who may have parental responsibility for your child and whether this is limited by a court order. They will also need to see documentary evidence if necessary. Please provide the information requested so that schools may comply with their legal responsibilities. Information provided will be dealt with in the strictest confidence.

If you believe the Children Act, and particularly the law relating to parental responsibility may affect you, you may need to seek legal advice.



## Other Doncaster Council services

### Educational Psychology Service

The Doncaster Council Educational Psychology Service exists to support the psychological and educational development of all children and young people in DMBC who encounter barriers to effective learning. Through the application of psychology and child development principles it provides a service to children, young people and their families, as well as to schools.

The balance of work carried out by educational psychologists is increasingly shifting more towards working with the key adults closely involved in children's lives – parents/carers and staff in schools, with perhaps less direct involvement with children and young people for routine, one-off assessment work. However there will always be times when individual work with children and young people is appropriate in delivering support for prevention and early intervention work.

Educational Psychologists work across the full age range 0 – 19 years although the majority of their time is focussed on the years of statutory education in years 5 – 16.

### Education Welfare Service

The service undertakes statutory responsibilities in respect of child employment, attendance at school and a child's right to the provision of education on behalf of the Council. Schools will refer pupils to the service where non-attendance is a concern, parents or pupils can also self refer.

Education Welfare Officers provide advice, guidance and support to enable all young people to benefit fully from the educational provision available, and to promote their welfare and attendance at school. Many parents will experience periods of concern regarding their child. Often it is helpful to share your concerns. You are able to contact the Education Welfare Service during term time or school holidays by telephoning 01302 736504.

### Parent Partnership Service

All local authorities are legally required to provide information and support to parents and carers regarding special educational needs. In Doncaster the service can:

- Help parents/carers to describe their child's needs
- Try to resolve difficulties between parents/carers, schools and the Council
- Offer parents/carers a source of independent advice and support
- Attend reviews and meetings with parents/carers
- Assist parents/carers in making their views known

With their prior agreement, parents/carers can be referred to the service by any agency. You can also make your own referral by telephoning 01302 736920.

### School Governors

Every school has a governing body, which, together with the headteacher, fulfil a range of functions relating to the running of the school. For example, governors manage the budget, appoint staff including the headteacher, set and monitor the school's aims and policies and ensure that all pupils have access to a broad and balanced curriculum.

Governors are elected or appointed to represent parents, teaching and non-teaching staff, the Council, local community and, in the case of church schools, the local Diocese.

If you are interested in becoming a governor and would like general information about being a Governor or wish to know more about their role and responsibilities, please contact the Governors Support Service telephone 01302 737111 or visit the website at [www.doncaster.gov.uk](http://www.doncaster.gov.uk)



## Guide to Pyramids of Doncaster Schools

1 Adwick

2 Armthorpe

3 Balby Carr

4 Campsmount

5 Conisbrough

6 Danum

7 Don Valley

8 Edlington

9 Hall Cross

10 Hatfield

11 Hayfield

12 Hungerhill

13 Mexborough

14 Rossington

15 Ridgewood

16 Thorne

17 McAuley  
(covers the whole of the  
Doncaster area)18 XP School & XP East  
(prioritises DN1–12 and  
S64 postcodes)

Please note: This is a representative map showing the areas covered by the pyramids and the DMBC boundary; it is not drawn to scale. DMBC excludes Green Lane, Barnburgh.

**Provider Information - September 2017**

All childcare providers that are registered with the Council to provide free early education places for 3 and 4 year olds are also required to be registered with Ofsted. The list of registered providers with both the Council and Ofsted can change on a daily basis with new registrations and also resignations.

For accurate up to date information on the childcare providers in an area contact the Families Information Service to speak to an Information Officer or go to their website to access a search facility on childcare providers.

Doncaster Council Families Information Service:

Telephone: 01302 862136 or 0800 138 4568

Website: [www.doncasterchildrenandfamilies.info](http://www.doncasterchildrenandfamilies.info)

Email: [FIS@doncaster.gov.uk](mailto:FIS@doncaster.gov.uk)

| <b>School Nurseries</b>     |  |                      |                       |                       |                  |                               |
|-----------------------------|--|----------------------|-----------------------|-----------------------|------------------|-------------------------------|
| <b>School Name</b>          | <b>Address</b>                               | <b>Telephone No.</b> | <b>Type of School</b> | <b>Pyramid Number</b> | <b>Age Range</b> | <b>Admission No. for 2017</b> |
| Adwick Primary              | Stafford Road, Woodlands, Doncaster, DN6 7LW | 01302 723568         | Community             | 1                     | 3 to 7           | 78                            |
| Armthorpe Shaw Wood Academy | Mere Lane, Armthorpe, Doncaster, DN3 2DG     | 01302 831307         | Academy               | 2                     | 3 to 11          | 78                            |
| Askern Moss Road Infant     | Moss Road, Askern, Doncaster, DN6 0NE        | 01302 700287         | Community             | 4                     | 3 to 7           | 52                            |
| Auckley School              | School Lane, Auckley, Doncaster, DN9 3JN     | 01302 770701         | Academy               | 11                    | 3 to 11          | 52                            |
| Balby Central Primary       | Littlemoor Lane, Balby, Doncaster, DN4 0LL   | 01302 321914         | Academy               | 3                     | 3 to 11          | 60                            |
| Barnburgh Primary           | Church Lane, Barnburgh, Doncaster, DN5 7EZ   | 01709 893125         | Community             | 15                    | 3 to 11          | 26                            |
| Bawtry Mayflower Primary    | Station Road, Bawtry, Doncaster, DN10 6PU    | 01302 710721         | Community             | 11                    | 3 to 11          | 39                            |
| Bentley High Street Primary | High Street, Bentley, Doncaster, DN5 0AA     | 01302 874536         | Community             | 7                     | 2 to 11          | 52                            |
| Bentley New Village Primary | Asquith Road, Bentley, Doncaster, DN5 0NU    | 01302 874385         | Community             | 7                     | 3 to 11          | 52                            |

### School Nurseries

| School Name                             | Address   | Telephone No. | Type of School | Pyramid Number | Age Range | Admission No. for 2017 |
|---|---|---------------|----------------|----------------|-----------|------------------------|
| Bessacarr Primary                       | Ellers Avenue, Bessacarr, Doncaster, DN4 7DT        | 01302 535110  | Community      | 9              | 3 to 11   | 52                     |
| Canon Popham C of E Primary and Nursery | Church Balk, Edenthorpe, Doncaster, DN3 2PP         | 01302 884465  | VA - CE        | 12             | 3 to 11   | 52                     |
| Carcroft Primary                        | Owston Road, Carcroft, Doncaster, DN6 8DR           | 01302 722353  | Community      | 1              | 3 to 11   | 52                     |
| Carr Lodge Academy                      | Grady Drive, Balby Doncaster                        | 01302 230700  | Academy        | 3              | 2 to 11   | 52                     |
| Conisbrough Ivanhoe Primary Academy     | Old Road, Conisbrough, Doncaster, DN12 3LR          | 01709 862307  | Academy        | 5              | 3 to 11   | 52                     |
| Crookesbroom Primary Academy            | Crookesbroom Lane, Hatfield, Doncaster, DN7 6JP     | 01302 841337  | Academy        | 10             | 3 to 11   | 26                     |
| Denaby Main Primary Academy             | School Walk, Denaby Main, Doncaster, DN12 4HZ       | 01709 863622  | Academy        | 5              | 3 to 11   | 52                     |
| Dunsville Primary                       | Broadway, Dunsville, Doncaster, DN7 4HX             | 01302 882958  | Academy        | 12             | 3 to 11   | 39                     |
| Edlington Victoria Academy              | Victoria Road, Edlington, Doncaster, DN12 1BN       | 01709 862175  | Academy        | 8              | 3 to 11   | 52                     |
| Grange Lane Infant Academy              | Grange Lane, Rossington, Doncaster, DN11 0QY        | 01302 868378  | Academy        | 14             | 2 to 7    | 68                     |
| Hatfield Sheep Dip Lane Primary         | Sheep Dip Lane, Dunscroft, Doncaster, DN7 4AU       | 01302 842464  | Community      | 10             | 3 to 11   | 52                     |
| Hatfield Woodhouse Primary              | Main Street, Hatfield Woodhouse, Doncaster, DN7 6NH | 01302 840448  | Academy        | 10             | 3 to 11   | 52                     |
| Hawthorn Primary                        | Elmham Road, Doncaster, DN4 6LQ                     | 01302 535906  | Community      | 9              | 2 to 11   | 52                     |
| Hayfield Lane Primary                   | Hayfield Lane, Auckley, Doncaster, DN9 3NB          | 01302 770427  | Community      | 11             | 3 to 11   | 52                     |

### School Nurseries

| School Name                             | Address   | Telephone No. | Type of School | Pyramid Number | Age Range | Admission No. for 2017 |
|---|---|---------------|----------------|----------------|-----------|------------------------|
| Hexthorpe Primary                       | Urban Road, Hexthorpe, Doncaster, DN4 0HH             | 01302 852245  | Academy        | 3              | 3 to 11   | 52                     |
| Highfields Primary Academy              | Market Street, Highfields, Doncaster, DN6 7JE         | 01302 72221   | Academy        | 1              | 3 to 11   | 26                     |
| Hill Top Academy                        | Edlington Lane, Edlington, Doncaster, DN12 1PL        | 01709 863273  | Academy        | 8              | 3 to 11   | 52                     |
| Hillside Academy                        | Crags Road, Denaby Main, Doncaster, DN12 4DX          | 01709 862640  | Academy        | 5              | 3 to 11   | 52                     |
| Highwoods Primary                       | Highwoods Road, Mexborough, S64 9ES                   | 01709 583273  | Community      | 13             | 3 to 11   | 26                     |
| Holy Family Catholic Primary            | Kirton Lane, Stainforth, Doncaster, DN7 5BL           | 01302 841283  | Academy        | 17             | 3 to 11   | 52                     |
| Intake Primary                          | Sidney Road, Intake, Doncaster, DN2 6EW               | 01302 344743  | Community      | 6              | 3 to 11   | 52                     |
| Kingfisher Primary Academy              | Coventry Grove, Intake, Doncaster, DN2 4PY            | 01302 349275  | Academy        | 6              | 3 to 11   | 52                     |
| Kirk Sandall Infant                     | Queen Mary Crescent, Kirk Sandall, Doncaster, DN3 1JT | 01302 882221  | Academy        | 12             | 3 to 7    | 78                     |
| Kirkby Avenue Primary                   | Kirkby Avenue, Bentley, Doncaster, DN5 9TF            | 01302 782953  | Community      | 7              | 2 to 11   | 52                     |
| Lakeside Primary                        | Sandy Lane, Belle Vue, Doncaster, DN4 5ES             | 01302 368879  | Community      | 9              | 3 to 11   | 52                     |
| Littlemoor Children's Centre and School | Alfred Road, Askern, Doncaster, DN6 0PZ               | 01302 701353  | Community      | 4              | 3 to 7    | 78                     |
| Long Toft Primary                       | Church Road, Stainforth, Doncaster, DN7 5AB           | 01302 841246  | Community      | 10             | 3 to 11   | 52                     |
| Mallard Primary                         | Cedar Road, Balby, Doncaster, DN4 9EY                 | 01302 859116  | Community      | 3              | 3 to 11   | 52                     |

### School Nurseries

| School Name                                   | Address  | Telephone No. | Type of School | Pyramid Number | Age Range | Admission No. for 2017 |
|---|--|---------------|----------------|----------------|-----------|------------------------|
| Marshland Primary                             | Marshland Road, Moorends, Doncaster, DN8 4SB   | 01405 812693  | Community      | 16             | 2 to 11   | 52                     |
| Mexborough St John the Baptist C of E Primary | Sedgefield Way, Mexborough, S64 0BE            | 01709 582619  | Academy CE     | 13             | 3 to 11   | 26                     |
| Montagu Academy                               | Park Road, Mexborough, S64 9PH                 | 01709 583286  | Academy        | 13             | 3 to 11   | 78                     |
| New Pastures Primary                          | Pitt Street, Mexborough, S64 0LT               | 01709 583271  | Community      | 13             | 3 to 7    | 52                     |
| Norton Infant                                 | Campsall Balk, Norton, Doncaster, DN6 9DG      | 01302 700743  | Community      | 4              | 3 to 7    | 52                     |
| Our Lady of Perpetual Help Catholic Primary   | Finkle Street, Bentley, Doncaster, DN5 0RP     | 01302 874291  | VA - RC        | 17             | 3 to 11   | 52                     |
| Owston Park Primary                           | Lodge Road, Skellow, Doncaster, DN6 8PU        | 01302 722271  | Community      | 1              | 3 to 11   | 78                     |
| Park Primary                                  | Monmouth Road, Wheatley, Doncaster, DN2 4JP    | 01302 344659  | Community      | 6              | 3 to 11   | 52                     |
| Plover Primary                                | Coniston Road, Doncaster, DN2 6JL              | 01302 361450  | Community      | 6              | 3 to 11   | 52                     |
| Richmond Hill Primary Academy                 | Melton Road, Sprotbrough, Doncaster, DN5 7SB   | 01302 782421  | Academy        | 15             | 3 to 11   | 52                     |
| Rosedale Primary                              | Emley Drive, Scawsby, Doncaster, DN5 8RL       | 01302 782744  | Community      | 15             | 3 to 11   | 39                     |
| Rossington Toredale Infant                    | Gattison Lane, Rossington, Doncaster, DN11 0NQ | 01302 868387  | Community      | 14             | 3 to 7    | 52                     |
| Rowena Academy                                | Gardens Lane, Conisbrough, Doncaster, DN12 3JY | 01709 863109  | Academy        | 5              | 3 to 7    | 78                     |
| Sandringham Primary                           | Sandringham Road, Intake, Doncaster, DN2 5LS   | 01302 361880  | Community      | 6              | 3 to 11   | 52                     |

### School Nurseries

| School Name                                      | Address   | Telephone No. | Type of School | Pyramid Number | Age Range | Admission No. for 2017 |
|--|---|---------------|----------------|----------------|-----------|------------------------|
| Scawsby Saltersgate Infant                       | Windsor Walk, Scawsby, Doncaster, DN5 8NQ         | 01302 784429  | Community      | 15             | 3 to 7    | 78                     |
| Scawthorpe Castle Hills Primary                  | Jossey Lane, Scawthorpe, Doncaster, DN5 9ED       | 01302 780246  | Community      | 7              | 3 to 11   | 52                     |
| Scawthorpe Sunnyfields Primary                   | Rose Crescent, Scawthorpe, Doncaster, DN5 9EW     | 01302 780386  | Community      | 7              | 3 to 11   | 52                     |
| Southfield Primary                               | Tranmoor Lane, Armthorpe, Doncaster, DN3 3BN      | 01302 831824  | Community      | 2              | 3 to 11   | 52                     |
| Sprotbrough Orchard Infant                       | Field House Road, Sprotbrough, Doncaster, DN5 7RN | 01302 853655  | Community      | 15             | 3 to 7    | 52                     |
| St Francis Xavier Catholic Primary               | Roberts Road, Balby, Doncaster, DN4 0JN           | 01302 344678  | VA - RC        | 17             | 3 to 11   | 52                     |
| St Joseph & St Teresa's Catholic Primary         | Doncaster Lane, Woodlands, Doncaster, DN6 7QN     | 01302 723320  | VA - RC        | 17             | 3 to 11   | 26                     |
| St Joseph's School, a Catholic Voluntary Academy | Bevan Avenue, Rossington, Doncaster, DN11 0NB     | 01302 868098  | Academy RC     | 17             | 3 to 11   | 52                     |
| St Mary's Catholic Primary, Edlington            | Bungalow Road, Edlington, Doncaster, DN12 1DL     | 01709 863280  | VA - RC        | 17             | 3 to 11   | 26                     |
| St Oswalds C of E Academy                        | Silver Birch Grove, Finningley, Doncaster DN3 3EQ | 01302 770330  | Academy CE     | 11             | 3 to 11   | 26                     |
| Stainforth Kirton Lane Primary                   | Thorne Road, Stainforth, Doncaster, DN7 5BG       | 01302 842092  | Community      | 10             | 3 to 11   | 26                     |
| Stirling Primary                                 | Prospect Place, Hyde Park, Doncaster, DN1 3QP     | 01302 363612  | Community      | 9              | 3 to 11   | 52                     |
| Thorne Brooke Primary                            | Wike Gate Road, Thorne, Doncaster, DN8 5PQ        | 01405 812200  | Community      | 16             | 3 to 11   | 65                     |
| Thorne Green Top Primary                         | Middlebrook Lane, Thorne, Doncaster, DN8 5NS      | 01405 813181  | Community      | 16             | 3 to 11   | 60                     |

### School Nurseries

| School Name                                   | Address                                       | Telephone No. | Type of School | Pyramid Number | Age Range | Admission No. for 2017 |
|---|---|---------------|----------------|----------------|-----------|------------------------|
| Thorne King Edward Primary                    | King Edward Road, Thorne, Doncaster, DN8 4BY  | 01405 813522  | Community      | 16             | 3 to 11   | 52                     |
| Thorne Moorends West Road Primary             | West Road, Moorends, Doncaster, DN8 4LH       | 01405 812734  | Community      | 16             | 2 to 11   | 78                     |
| Tickhill St Mary's C of E Primary and Nursery | St Mary's Road, Tickhill, Doncaster, DN11 9LZ | 01302 742569  | VA - CE        | 8              | 3 to 11   | 52                     |
| Toll Bar Primary                              | Askern Road, Toll Bar, Doncaster, DN5 0QR     | 01302 874324  | Community      | 7              | 2 to 11   | 52                     |
| Town Field Primary                            | Thorne Road, Town Moor, Doncaster, DN1 2JS    | 01302 368192  | Community      | 6              | 3 to 11   | 52                     |
| Tranmoor Primary                              | Tranmoor Lane, Armthorpe, Doncaster, DN3 3DB  | 01302 831720  | Community      | 2              | 2 to 11   | 78                     |
| Travis St Lawrence C of E Primary             | Cuckoo Lane, Hatfield, Doncaster, DN7 6QE     | 01302 840200  | VA - CE        | 10             | 3 to 11   | 78                     |
| Warmsworth Primary                            | Mill Lane, Warmsworth, Doncaster, DN4 9RG     | 01302 852200  | Community      | 8              | 3 to 11   | 52                     |
| Waverley Academy                              | Douglas Road, Balby, Doncaster, DN4 0UB       | 01302 853326  | Academy        | 3              | 3 to 11   | 52                     |
| Windhill Primary                              | Hollingworth Close, Mexborough, S64 0PQ       | 01709 586949  | Community      | 13             | 2 to 11   | 52                     |
| Woodfield Primary                             | Gurney Road, Balby, Doncaster, DN4 8LA        | 01302 853289  | Academy        | 3              | 3 to 11   | 52                     |
| Woodlands Primary                             | The Crescent, Woodlands, Doncaster, DN6 7RG   | 01302 722367  | Community      | 1              | 3 to 11   | 52                     |



**YOUR COMMENTS**

We would be happy to know whether you found this booklet helpful and welcome any general comments you may have. Please complete the following questions, detach this page and return it to the address below via school or by post.

Please rate the guide in the response to the following questions

Please circle as appropriate

|   | Very Good |   |   |   |   | Poor |   |   |   |   |
|---|-----------|---|---|---|---|------|---|---|---|---|
|   | 1         | 2 | 3 | 4 | 5 | 1    | 2 | 3 | 4 | 5 |
| • Was it easy to understand, without too much jargon?                   |           |   |   |   |   |      |   |   |   |   |
| • Did it contain the information you wanted? (see below)                |           |   |   |   |   |      |   |   |   |   |
| • Was it well laid out, so that you could find the sections you wanted? |           |   |   |   |   |      |   |   |   |   |
| • Overall, how did you rate the booklet?                                |           |   |   |   |   |      |   |   |   |   |

Are there any issues not covered in this booklet which you would like to see?  
(NB. School items can be found in the School Prospectus)

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Do you have any other suggestions for improving the layout of the booklet?

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Do you have any suggestions for improving the admission process or for policy changes?

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Thank you for your help.

Please return to: Doncaster Council, Civic Office, Waterdale, Doncaster DN1 3BU



# **Nursery Admissions September 2018 Community Schools**

**You can apply online at:  
[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)**

**The process is now faster, simpler and easier,  
you can request a receipt when the application  
form is completed.**

**Online admissions pages provide you with  
up-to-date and easily accessible information to  
assist you in making your choice.**