



Nursery Admissions

1. Nursery Visits for prospective parents

To be arranged half termly by the office and Early Years Assistant Head/ Early Years Phase Leader.

2. Parental Admissions Process

Parent to complete and return to School Office the following:

- Nursery Admissions Forms
- Birth Certificate of child (original not copy)
- Proof of address

3. Admissions Allocation

Children are allocated a place in the Autumn (September/October start date) or Spring (January start date) term following their third birthday (if spaces are still available in January). Children starting in September will have three terms in Nursery; children starting in January will have five terms in Nursery. Children are allocated a place in order of the following criteria:

- Looked After Child
- Statement of Special Needs /Educational Health Care Plan – naming the school
- Child Protection Plan Placement
- Child In Need
- If a child has a sibling at the school
- Age – children already 3 in September will be given priority over those who turn 3 during the Autumn term (unless they have a sibling in the school)
- Location – children remaining on the waiting list will be given preference if they live in the local community
(for further detail on oversubscription criteria see Admissions arrangements for Reception Classes)

4. Nursery Admissions Process

The School office will:

- Acknowledge the admission application in writing
- Allocate a place within the nursery/waiting list. (see table below for timescale)
- Confirm in writing a place in the nursery/place on waiting list (see table below for timescale)
- Write to parents to inform of induction meeting, home visits and start dates which will be organised by the Early Years Assistant Head /Early Years Phase Leader
- Admissions will occur in September and January; unless a place becomes available mid-year.

5. SCHOLARPACK (Pupil Database)

The School Office will:





- Log all nursery children onto Scholarpack
- Ensure no child starts Nursery until their details are logged onto Scholarpack.
- Responsibility lies with the Early Years Leader to ensure that the office are informed of any children who leave so that new places may be given.

TIME FRAME FOR SEPTEMBER NURSERY ADMISSIONS

DATE	ACTION	BY WHOM
First week in January	Letter to school parents reminding them to complete Nursery application forms for siblings	Office Team
First week in January	Details of number of Nursery children staying in nursery to Jane	Office Team
First week in February	First round of Nursery place offers	Office Team/Early Years Assistant Head
First week in March	First round offer acceptance deadline	Office Team
Mid March	Second round of Nursery place offers	Office Team
First week in April	Second round offer acceptance deadline	Office Team
Early July	Nursery meeting with parents in school	Early Years Assistant Head
September 1 st week of term	Home visits for new Nursery children	Early Years Assistant Head