



Carden Primary School

Admission Policy for Carden Nursery

Date Reviewed: **Spring 2016**

1. Aims

- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure access and entitlement to the benefits of high quality nursery education on a fair and equitable basis.
- To provide quality nursery education for children and families in our local and wider community.

2. Nursery Session Options

Option	Title	Time
A	All Mornings	Every day – 8.45am – 11.45pm
B	All Afternoons	Every day – 12.30pm – 3.30pm
C	2 ½ days (1 st half of the week)	Monday – 9am – 3.00pm Tuesday – 9am – 3.00pm Wednesday – 8.45am – 11.45pm
D	2 ½ days (2 nd half of the week)	Wednesday - 12.30pm – 3.30pm Thursday – 9am – 3.00pm Friday – 9am – 3.00pm

3. Criteria for Admission

Children can be considered for admission in the term after their third birthday.

Each application to Carden Nursery is carefully considered individually. Matters taken into consideration when offering a place in nursery are:

- Children in the care of a Local Authority (Children in Care – CIC)
- Date of Birth (children in the year before they start school will be given priority)
- Children for whom there is a recommendation for nursery education by an outside agency (e.g. health professional, social worker, educational psychologist on the basis of the child's SEN or social needs (including Enhanced Health Visitor status)
- Children with a brother or sister attending Carden Primary School in the September of the year of their admission
- The position of the child's home address in relation to the school

When considering applications the Governors may take into account the current demands on staffing and resourcing in order to ensure the provision of high quality early years education for all children.

Allocation of preferred sessions

Parents will be asked to give their preference with regards to the session options when they apply for a place. Account will be taken of any preference expressed by parents but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable the child may be offered an alternative session.

4. The Nursery Consideration List

A consideration list will be kept by the school of names, addresses, DoB and telephone number. Children can be placed on the consideration list from the age of two years, after completing an application form. Application forms are available from the Nursery or the School Office. Application forms will not be accepted without a copy of the child's birth certificate. Returned forms are filed in the consideration list folder under the month and year in which the child was born. The consideration list will not operate on a 'first come, first served' basis. All applications are considered within the admission criteria.

5. Nursery Intake

The Nursery has one main intake in the September of each academic year and two other intakes in January and April if spaces are available. The September intake will be staggered over the first 2 to 3 weeks of term. Any spare places will be allocated to children who meet the admissions criteria during the year, as they become available.

6. Decisions on Places

Decisions on places will be made by the Early Years Co-ordinator on behalf of the Headteacher and Governors. In the event of their being more applications than there are places, decisions will be made by a Nursery Admissions panel (Nursery teachers, Early Years Co-ordinator, Headteacher and/or representative of the Governing Body). Decisions take into account the criteria and procedures laid out in the admission policy. **Decisions are final and there is no right of appeal by the parents/carers. The offer of a nursery place does not in any way mean automatic entitlement to the main school.**

At Carden, 20% of the Nursery places (10 morning and 10 afternoon) are reserved for the ICAN Speech and Language Provision. Admission to these places is a separate process.

7. Nursery Open Days

Children and parents/carers allocated places for September are invited to visit the Nursery during the second half of the Summer term. Children admitted throughout the year are invited to visit with their parents/carers before starting Nursery.

8. Home Visits

When possible, all children who have accepted places will be visited at home by 2 members of the Nursery staff at a pre-arranged time. The Nursery may be closed to children during the days in which the staff are conducting home visits.

9. Leavers During the Year

If a child is withdrawn from the Nursery during the year, parents must give the school a minimum of 4 weeks notice if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be allocated to a child on the waiting list. If parents later wish their child to return to Nursery then they must reapply to the consideration list along with all the other applications, unless there are special circumstances. The fact that the child has previously been in the Nursery, or any other nursery, does not influence the decision on admission.

10. Attendance and Loss of Nursery Place

If attendance or punctuality is poor or erratic the Nursery staff will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated. If attendance and punctuality remain poor a letter will be sent to the parents/carers inviting them to meet with the Headteacher.

If a child is absent for a period of three weeks without any contact from the parents/carers and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent.

11. Transfer from Nursery into School

Children transfer from Nursery into Reception in the September of the school year in which they become five. The Nursery staff will liaise closely with colleagues in the Reception classes to plan for a smooth transition. Where children from the Nursery class have been allocated a different primary school, staff will send on reports and other agreed records to the school admitting the pupil as appropriate.

All parents and carers will be made aware that a place in Carden Nursery does not guarantee a place in Carden Primary School and they must still go through the appropriate Brighton and Hove admissions procedure.