

Howard Street Nursery School Admission Policy

1 Introduction

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

2 Aims

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit, and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

3 Applications

3.1 Our school is a Local Authority (LA) Maintained Nursery school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA. Priority of admission into the two year old nursery is given to children whose parents want five sessions of three hours per week.

LA – Admission Criteria

Priority 1 – The children with an education health care plan where Howard Street is named specifically.

Priority 2 – Children in care of a local Authority

Priority 3 – Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school.

Priority 4 – Children with siblings in the school.

Priority 5 – Families of service personnel

Priority 6 – Proximity, to the school

3.2 The LA's annual Early Years admissions prospectus informs parents how to apply for a place at the nursery school of their choice. Parents are asked to visit school bringing their child's birth certificate, the child's name will then be entered into the school admissions book with relevant details noted.

3.3 In this area, children enter nursery school at the start of the term after their third birthday. There are three admission dates per year, early in September (i.e. when the autumn term begins), after Christmas and after the Easter holiday. Therefore, parents who would like their child to be admitted to this school during the year their child is three should ensure that they register their child as soon as possible. Confirmation of a place will be sent six weeks beforehand.

4 Admission Appeals

4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governing Body. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

5 The Standard Number

5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is [26 FTE]. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Extended Holidays

If a family requires a child to be removed from school due to an extended holiday, the child will remain on register for three weeks. After this period the child will be taken off register and parents will have to contact school on their return to re-register if a place is still available.

7 Monitoring and Review

7.1 This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

8 Procedure followed when parents fail to respond by date set

8.1 – Telephone call and letter to explain that we withdraw offer of place and put child’s name back on the waiting list.

Those parents who expressed a serious interest in being considered for a place will put on a waiting list and reconsidered as vacancies occur.

It is presumed that parents who do not contact school following the telephone message/letter have made alternative arrangements.

Date: **March 2017**

Date of Review: **March 2018**

Signed:

Chair of Governors

Signed:

Head Teacher