



## ADMISSIONS POLICY

[www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk)

### 1. ADMISSIONS

- The standard admission number for Watton at Stone Primary & Nursery School is 34.
- Admissions to Reception and in-year admissions are centrally administered by Hertfordshire County Council. Form and application details are sent to parents prior to the academic year in which the child is due to join the Reception.
- Admissions to Nursery are managed by the school after the initial application to Hertfordshire County Council.
- If a Nursery application is successful parents are offered a Nursery place. Parents are then required to apply for a Reception place as a separate procedure.
- In the event of the school being over-subscribed, the places will be allocated according to the Hertfordshire County Council Rules and Arrangements. Copies of these are included with the form and may be obtained from the school.
- Preschool is open between 8.30 and 11.30 for 5 morning sessions a week. Children may attend Preschool for between 2 and 5 sessions a week. We discourage children attending for only one session a week, but in certain circumstances will make exceptions.
- Parents/carers are required to visit with their child to register for a Preschool place where routines are discussed, days allocated and documents are signed.
- A home visit is offered, generally before the child starts.
- We provide a stay and play date where children and parents spend a session together in the setting before the child starts on their own.
- We operate a flexible starting procedure and where appropriate a child may attend for brief periods at first, gradually building up to a full session. We work closely with parents to ensure the settling in process is tailored to meet each child's individual needs.
- If a child is to leave our setting before moving on to school, or to increase or reduce the number of sessions attended, parents will be asked to give at least a half term's notice of the leaving date, preferably in writing. In line with County Policy, if the child has a funded place, the funding will remain with the school for the rest of the term, unless there are very exceptional circumstances.

### 2. NURSERY ADMISSIONS

- Hertfordshire County Council allocates Nursery places. Children are admitted into our Nursery twice a year. Once at the beginning of the Autumn term and again at the beginning of the Spring term.
- In the Autumn term we admit those children born between 1st September and the last day of February. In the Spring term we admit those children born between 1st March and the last day of August.
- A home visit will take place prior to a child joining Nursery. Two members of staff will visit the family home.
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- We may 'stagger' the days the children start Nursery, dependant on numbers, so that they are admitted in groups. This enables a member of the Nursery staff to work closely with these children.

### **3. RECEPTION ADMISSIONS**

- Children are admitted to Reception in the Autumn term
- If over-subscription occurs then the County admission criteria is applied.

### **4. PRELIMINARY VISITS**

- Parents who are interested in applying for a place for their child are warmly invited to visit. The school may be seen, together with the teaching staff and the children at work or play. School tours can be arranged with the school office and we do hold an annual Nursery open morning.
- Parents and children are invited to an induction visit during the term prior to their admission, when they will be invited to meet the Headteacher and Nursery/Reception teacher. Relevant information is given regarding routines, etc.

### **5. APPEALS PROCEDURE**

Parents who are refused a place at the school may, if they wish, appeal against this decision through Hertfordshire County Council.

### **6. CASUAL ADMISSIONS**

Throughout the academic year we will admit pupils up to our Standard admission number.

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**Review:** 2 years