



## **NURSERY ADMISSIONS POLICY**

If parents wish their child to attend our Nursery they need to contact the staff in the school office. A register is kept of requests for future places and parents are contacted at the beginning of each term each year asking whether they still wish to apply for a Nursery place. Following the return of application forms places are offered, using the criteria below.

An intake meeting is held for parents each year, when further information is available, items of uniform are displayed and parents are able to view the school, meet the staff etc. In addition a home visit meeting is arranged between the nursery teacher and parent or carer at the home of the pupil prior to entry.

### **Our admission arrangements are as follows:**

Children may be admitted from the start of the term following their third birthday as a government funded place. Children may also be admitted from the start of the term in which their third birthday falls (as a rising 3 year old) as a paid place (see Charging and Remission Of Charges Policy).

Inclusion for all children is important for the school. When considering the admission of special educational needs pupils or those who may be disabled the criteria adopted is the same as for other pupils, with the proviso that the Headteacher and Governors reserve the right to request a special educational assessment of such a pupil, prior to admission, to ensure the child's needs can be successfully met by school.

Should the Nursery Unit be over subscribed then priority will be given as follows.

The school currently has an admission level of 26 pupils for the morning session, of three hours duration. Afternoon sessions for 13 pupils are introduced if there is sufficient demand and this is reviewed on a termly basis. Parents may choose which of the days they would like to access. Paid places will comply with the contract agreed between the school and parent or carer. If applications for places exceed this number then places will be allocated as per NYCC's Admission Policy as follows:-

- First, pupils with Statements of Special Educational Needs naming the school concerned and 'previously looked after children' i.e. adopted children.
- Second, pupils who are recommended by the Director of Children and Young People's Service, including children in the care of a local authority, or by the appropriate designated medical officer. This should be supported by a statement in writing from a doctor, social worker or other appropriate professional, which says that it is essential for the child to go to the preferred school and no other.
- Third, pupils from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development. This should be supported by a recommendation of a doctor, social worker or other professional.
- Fourth, the pupils living within the normal area of the school, giving priority to the oldest children first.
- Fifth, to pupils from outside the school's normal area, giving priority to those who have siblings in the school already and then whose home is nearest to the school (this means a route along which a child, accompanied as necessary, can walk with reasonable safety to school).

Should parents not agree with an admissions decision they may appeal to the Authority.