



FEL Admissions Policy

Plan Administration

Version	1
Date	January 2018
Responsibility for the Plan	Anne Wright and Jennie Nixon
Approved by	Governors
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Schedule

- Parents and carers are welcomed into the setting to meet the key workers and to aid familiarisation.
- Applications for a nursery place are welcomed throughout the year. Application forms are available (see appendix 1) from the school office.
- The schools hold waiting lists for nursery starters and key workers contact parents / carers around the child's third birthday to arrange home visit and start dates.
- Waiting lists are reviewed regularly by key workers and the senior leadership team.

Services Available

- At both schools Universal FEL for 3 and 4 year olds is on offer (15 hours per week, 38 weeks per year during school term times).
- Both schools signpost families who are eligible for Extended FEL to local providers.
- Both schools have the capacity to provide 52 morning and 52 afternoon places.
- There are no additional hours available nor additional charges made.

Allocation of Places / Attendance at Nursery

- Children in care will be given priority when allocation nursery places.
- Children with SEND are offered flexibility within the entitlement where this is necessary eg sharing hours with a specialist setting.
- A 4 week notice period for changing providers mid-term is expected and parents / carers are made aware of this on entry.
- Both schools stipulate that parents / carers inform the setting of any holiday / extended leave prior to it being taken. Nursery places will only be guaranteed where this is the case.
- The schools work closely with the Local Authority around attendance and safeguarding eg following procedures for children missing in education.
- Attendance at Whiteways or Owler Brook nurseries does not guarantee a place in the school's reception class. Key workers in both nurseries work with parents and carers to encourage application through the local authority admissions procedure.

Oversubscription

- When the demand for places outstrips the places available, priority will be given to support those children in greatest need as follows:
 1. Looked After Children and previously Looked After Children
 2. Special Educational Need or Disability (SEND)
 3. Vulnerable children
 4. Parent with exceptional need
 5. Sibling at the same setting or school attached to the setting
 6. Age of child – oldest to youngest
 7. Proximity to the setting
 8. No local alternative
 9. Taking whole of Universal Entitlement (up to 15 hours a week)

- Parents / carers wishing to make an appeal with regard to the admission procedure, should speak to the Head of School.
- Once children reach an eligible age for nursery admission, and there are no places available in the setting, then they will be placed on a waiting list. The priorities for oversubscription will apply when spaces become available, regardless of how long the child has been on the list.