

**Chapel Street Nursery School**  
**Admissions policy**

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|-----------------|------------------------|
| Approved by GB  | Date: 7 February 2018  |
| Signed by Chair | Signature: M. S Street |
| Due for Review  | Date: Spring 2019      |

**Rationale**

We believe that quality nursery education should be available to all children whose parents choose it. We also believe that opportunities for full time care and education should be available for children of parents/carers who wish to work or study.

**Aims**

- To make provision within our school for children between two and five years who live in Luton or the locality.
- To meet the individual educational needs of children between 3-5 years of age as requested by parents and other agencies
- To ensure that a continuum of education is secured for children from the age of two onwards, through nursery school into statutory education

**Objectives**

- To register all requests for places on our waiting lists
- To acknowledge and register on a priority list those children who have or may have special needs or live in exceptional circumstances or who live in public care.
- To balance class groups with particular references to the ages of the children and to those with priority needs
- To work with other agencies, pre-school providers, childminders and statutory schooling providers to secure firm foundations of learning

**Arrangements for admission**

Our school does not have a catchment area, although the majority of children who attend here live within walking distance of the school.

Every child who is aged between 0 and 5 years old can be placed on our waiting list. This list contains the name of children in the order in which their parents enlisted.

We also have a priority waiting list, where children referred by other agencies because of specific educational, medical or social needs are placed. Multiple birth children are also on this list as are looked after children. Children who have been placed in the local Women's refuge will also be offered an immediate place if we have the space, on a temporary basis.

We will sometimes give full time places to children with a special need or family issues who we decide would benefit from spending a longer time with us each day. This may be a short or long term placement, depending on the need of the child and the family. This would be decided by a staff discussion and the decision ultimately made by the Headteacher.

As the primary and infant schools tend to have an annual intake of children in September now, our largest intake of 3 and 4 year olds will also be in September. We firmly believe in settling new children into our school gradually and carefully, and will plan visits, (including home visits where possible), staged intakes and discussions with parents to enable us to get to know all the children as individuals. Two year olds tend to start throughout the year. We will try to arrange home visits for these children, have discussions with parents and give each child a settling in period.

We offer a continuum of educational provision on site for children aged 2 to 5 years of age with classes called Butterflies, Honeybees, Fireflies, Grasshoppers, Ladybirds and Dragonflies, and stay and play sessions for children of 0-5 years. Sessions run from 9am till 12 midday, or 1-4pm.

Parents have a choice of these sessions for their child, places permitting. If a suitable timed session is not available, the parent will be offered another, and the original place will be offered to another child on the list.

Parents of 2-5 year olds are also able to purchase a place for any hours they would like to use over and above the free 15 hours a week (ie 5 sessions) which are provided. Some two year old children are entitled to free 15 hour (5x3 hour) sessions each week, depending on their circumstances. Some three year old children are entitled to free 30 hour (5x6 hour) sessions each week, depending on their circumstances. All children are able to stay to any sessions between 8am and 6pm, five days a week, providing spaces are available and if their parents are able to pay.

The minimum amount of time we will take children for is 6 hours (2x3hr sessions) a week. This is because the fewer hours they do, the more difficult they will find it to make friends, get used to the routine and settle in.

We aim to ensure that our school is as financially viable as possible, so we will endeavor to fill every place at all times, by offering unused hours to families on the list until we are full.

To this end, nappies and baby wipes will need to be provided by parents and meals will be charged for.

### **Admission criteria**

- We will try and maintain the ratios of each class, butterflies, grasshoppers, honeybees and ladybirds have 8x2 year olds and fireflies and dragonflies have 4x2 year olds at each session

- 2 year old places will be given out first when there is a space until each room has 8x2 year olds
  - The rest of the places will be allocated to 3 or 4 year olds
- As most of the places that become free in the rooms will be in September, we envisage that is when our greatest intake of new children will be
- This will mean a mixture of new children starting at the same time and we will need to be sure that they all settle in well.

#### Priority List

1. Children referred by other agencies-social care, Health visitors etc
2. Children with a brother or sister already attending
3. Children with a severe and complex special need who need a resourced place (usually up to a limit of 16 places)
4. Children of staff who work here
5. Children who will attend for more than one term before starting school
6. All other children

We reserve the right to refuse a place or take away a place at the discretion of the Governing Body or Senior Management of the school.

Please also see "Settling in policy."

February 2018