

Hazelmere Infants School and Nursery

School Admissions Policy

Background Information

- Hazelmere Infants School and Nursery is a community school and educates children aged three to seven years of age.
- The standard number to admit is 60.

Early Years admission

In line with current legislation all children who will be aged 5 years by August 31st are admitted at the start of Autumn term full time.

School Admissions Policy

1. Priority will be given to those living in the area served by the school. In the event of over subscription, from the area, priority will be given to:

- (i) those with a sibling currently at the school
- (ii) those with a sibling currently at Hazelmere Junior school
- (iii) distance from the school

2. For those living outside the area, the order of priority is:-

- (i) those with a sibling currently at the school
- (ii) those with a sibling currently at Hazelmere Junior School
- (iii) distance from the school

Note

- Medical considerations may override the above
- There is not a catchment guarantee for this school, except for Reception applications made using the Essex common entry form before the closing date set by Essex County Council.

ADMISSIONS POLICY FOR HAZELMERE NURSERY CLASS

Principles

1. Children should be admitted for a minimum of three terms part-time (i.e. five sessions per week) and ideally five terms, especially if the child has special educational needs.

National and local professional advice is that anything less fails to provide the security, consolidation or continuity necessary for young children to benefit fully from this specialist provision.

2. There will be a mix of three and four year olds in each class.
3. The session runs from 9-12 o'clock.
4. The nursery unit has a quota of 1 fte child with exceptional social need who may or may not live within our catchment area. This child will be identified through a multi-agency panel at area level consisting of headteachers, Education, Social Services and Health Authority representatives.
5. Once the quotas have been considered admissions will be on the following criteria in priority order.
 - i) Children whose normal place of residence is within the nursery catchment area of the Greenstead estate.
 - ii) Children whose parents are receiving income support.
 - iii) Children with other family members already attending the Infant and Junior schools.
 - iv) Special circumstances for example the number of children under five, parental illness, English not the first language in the home. Governors will require written supportive evidence from parents seeking consideration under the criterion.
 - v) Date of application. Admission forms are dated as they are received.
6. There is no closing date for registration for nursery places. However at the end of the half term holiday prior to the term in which the child would be due to commence, all places with the exception of the one quota place will be filled. This quota place will be kept open until the beginning of the term; if it is still not required it will be made available to another child in accordance with the nursery admissions policy. If a vacancy occurs later and the quota place has not been used then priority will be given to any appropriate quota applications.

7. Parents can appeal to Essex County Council to carry out a review of the admission arrangements operated by the governors in that particular case. If it is felt that the published arrangements were not properly followed the governors will be instructed to admit the child as soon as an overall vacancy occurs even if that means exceeding the quota places.
8. If a child with a nursery place lives within the SCHOOL catchment area we expect them to take a place in the Hazelmere Infants Reception class. However admission to a nursery place does not necessarily guarantee the child a place in Reception.

Guidance

- a. Termly admission to the nursery unit is a matter for governing bodies to determine provided they are able to meet the basic principles of a minimum of three terms part-time and a mix of three and four year olds.
- b. School will review the place of a child who fails to attend regularly without good reason over a period of three weeks. Parents will be given a warning before the place is withdrawn, however, so that they can make representations if they wish.
- c. Ethnic minority pupils have equal access to nursery places.

The information contained in this document can be translated and/or made available in alternative formats on request.

Date – Spring 2012

Next Review – Spring 2015