



GREENFIELD & PULLOXHILL ACADEMY

NURSERY ADMISSIONS AND APPEALS POLICY 2019

Admissions

Responsibility for admissions to the nursery class/school

Responsibility for making decisions regarding nursery admissions to the schools Early Years Unit lies with the Headteacher and Governors of the school. The Headteacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

Age Range

Children are accepted into the nursery provision from 2 years 9 months. 15 hours free funding is available from the term following their third birthday.

Parents should apply for a nursery place by completing a session preference form and starting school data sheet.

Applying for a part-time place in the Early Years Unit

The Headteacher will keep a list of children's names and the names and addresses of the parents who have requested a nursery place. This will be called the *nursery admissions list*.

The length of time a child's name has been on the admissions list will not be taken in to consideration when allocating a place.

The head teacher will inform parents by letter whether it has been possible to allocate their child a place.

Attendance in the reception year group

All children will be considered equally for a funded early years place, regardless of whether they may eventually apply for a full-time place at our school.

Conversely it needs to be clearly understood that a child attending our school for their nursery entitlement is not given priority into our reception class.

Parents will need to apply separately for a full-time reception place. The responsibility for admission into reception rests with the local authority.

Criteria for admission into the nursery class if oversubscribed.

Admission to the nursery is based on the expression of parental preference.

Where the number of applications exceeds the number of places in the Nursery, acceptance will be in accordance with the criteria used for Reception.

Waiting List

Once places have been allocated, and where it is not possible to offer some children a nursery place because places are all taken, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place at another setting may need to be sought.

Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governing Body	Comments
1	Curriculum Committee	December 2017	December 2017	Annually - December 2018
2	Curriculum Committee	December 2018	December 2018	Annually - December 2019