



Albert Village Nursery

Admissions Policy

Policy Statement: It is our intention to make Albert Village Nursery accessible to all children from the local community. We are anti discriminatory in our practice and offer equal opportunities to all.

Admissions to Albert Village Nursery are managed by the Nursery Manager, who has full responsibility ensuring all children and their families that apply are treated fairly.

All children are entitled to up to six terms of funded education before reaching statutory school age (the first term following their fifth birthday).

Children become eligible for a funded place the term after their third birthday, the cut off point is 31st August, 31st December and 31st March. They leave at the end of the term preceding the date they will be admitted to full time school.

The potential for parents/carers to pay for their child's education is at the discretion of the Nursery Manager and at no time will a paying child take the place of a funded child. Paying places are usually offered to the parents/carers of those children within the term they turn three and only if there is a considerable lack of funded children. All potential paying parents will be contacted the term before their child is three. We also offer funded places for two year olds.

Albert Village Nursery accommodates 20 children per session. Any parent/carer wishing to change their child's sessions must put this in writing to the Nursery Manager. Changes in sessions for any child will happen in consultation with parents/carers and cannot be guaranteed.

Parents/carers wishing to apply for a place for their child must do so by submitting an application form which can be acquired via the Nursery Manager or school office.

The length of time an application form has been filed will not be taken into account.

If there are too many requests from children who meet the birthday requirements detailed above, priority will be given to children in the following order:

- Children who live in the catchment area
- Children who have siblings in nursery or Albert Village School
- Children who are 'Looked after' by the local authority
- Children who have Special Educational Needs and/or Additional Needs
- Paying places (if applicable) are also allocated via the criteria for funded children, as above

Any parents/carers whose application is unsuccessful may, if they request it, be held on a reserve list in order, according to the criteria stated above. If a place becomes vacant, parents/carers will be contacted by the Nursery Manager.

If a parent/carer complains about the refusal of a place in the nursery for their child, the complaint will be considered by the Nursery Manager in conjunction with the Head teacher, whose decision will be final. In the event of a successful appeal the Nursery Manager will seek to admit the child at the first available opportunity, whilst keeping to the limit of 20 children per session.

Attendance at Albert Village Nursery **does not give subsequent entitlement to a place in the main school.** Parents/carers wishing their child to go to Albert Village Community Primary School must complete an application form which can be acquired from the school office.

May 2017

Review date: May 2018

