

# Ocker Hill Infant and Nursery School

## Nursery Admission Policy

### Introduction

Name of School	Ocker Hill Infant School
Date of Policy	April 2017
Co-ordinator	Heidi Faulkner
Policy Consultation	Curriculum
Review date	April 2018

The LA has delegated admissions for Nursery to the Governors of Ocker Hill Infant and Nursery School.

Ocker Hill Infant and Nursery School is committed to providing an education and environment which offers equalities in opportunities and freedom from discrimination. We believe that all pupils and members of staff have the opportunity to flourish. We are committed to creating a community that recognises and celebrates difference within a culture of respect and co-operation.

With the agreement of the Governing Body of Ocker Hill Infant and Nursery School the Admission Policy for Nursery is stated below.

### Nursery

The Nursery operates two part time sessions per day- Morning session 8.30-11.30, Afternoon session 12.30-3.30.

Full time places will be considered 8.30-3.30 to support families..

Fresh fruit, toast, healthy snacks and milk are provided daily. All children are given a water bottle.

A voluntary fund of £1 per week for Nursery fund is used to provide healthy snacks and extra resources for Nursery.

### Attendance

All parents will sign a Home/Nursery Agreement will be signed on the home visit.

If attendance/punctuality is poor or erratic the Nursery Teacher will talk to the parents and remind them that attendance needs to be regular and punctual. This conversation will be recorded and dated. If after two weeks attendance is still poor parents will be asked to attend a meeting with the Head Teacher and School Improvement Attendance Officer.

If there is still no improvement within an agreed period then the child may lose their place notified in writing.

If a child is absent for 3 weeks with no mitigating circumstances, including an illness certificate by a doctor then the child may lose their place. This will be determined by the Head Teacher.

### Collection

Parents and guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.

## Application

For safeguarding and child welfare reasons, School can offer a maximum of one place per session for pupils with high needs if we are the closest school to their home address or they have a sibling in school.

Parents and guardians can apply for a Nursery place upon their second birthday.

An Application List will be formed. They have the opportunity to request a morning or afternoon place.

They will be required to show a birth certificate and a utility bill for proof of birth and address.

Allocation is not upon a first come first served basis.

A letter will be sent to all parents in Summer One to offer a place.

A signed acceptance must be received by the date stated in the letter.

All parents will be invited to an Induction Evening in order to meet the staff and get to know the school.

All will be invited to a Nursery visit with their child.

A home visit will be made in September to ensure that key staff have the opportunity to meet the child in their home environment.

There is a staggered intake for all new children to ensure strong relationships are formed.

A Nursery place does not mean that the child will automatically be offered a school place.

Parents and Guardians **MUST** apply for a school place.

## Over Subscription

This is the criteria that will be used.

Look after children.

Children with a compelling educational/social need or medical need as referred by a professional.

Those children who live in the catchment area of the school with a sibling attending the Infant School/Academy.

Children who live outside the catchment area with a sibling in school.

Those who live nearest the school calculated in a direct line from the child's permanent place of residence to the school gate on Gospel Oak Road.