

St. Mark's Elm Tree C.E.V.A. Primary School

Admissions Policy to Nursery – 2017-2018

Admission to Nursery, being non-statutory is at the discretion of the Governing Body, in consultation with the local education authority.

The offer of a place in the nursery does not guarantee your child a place in reception.

The criteria for admission have been determined by the governors and are set out below in order of priority:

1. Children in public care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Or children who have exceptional needs on social or medical grounds. Supporting letters from the Medical Officer of Health, or hospital consultant, or the family Doctor or Director of Social Services are required and must be included with the application form in a sealed envelope.

4 year old Children who will have a sibling, which is, brother or sister, step brother or sister, or the child of a parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling, already attending the school in the term when they are due to start.
2. 4 year old children whose home address is within the admission zone as defined on the relevant LA map. Maps are available from the school. The home address is the address of the parent receiving the child benefit. Other addresses, including grandparents addresses, should not be used.
3. If there are places remaining we will offer to 3 year olds, then 4 year olds in the following order.
4. 3 year old children who will have a sibling, which is, brother or sister, step brother or sister, or the child of a parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling, already attending the school in the term when they are due to start.
5. 3 year old children whose home address is within the admission zone as defined on the relevant LA map. Maps are available from the school. The home address is the address of the parent receiving the child benefit. Other addresses, including grandparents addresses, should not be used.
6. 4 year old children whose parents or carers express a wish for their children to attend this nursery

7. Any remaining places will be offered to 3 year olds whose parents or carers express a wish for their children to attend this nursery.
8. For twins, triplets etc, parents will be given the opportunity to choose which child should be allocated the place if only one place is available.

9. Admission Dates

Children will be admitted as soon as possible in accordance with the policy or after their third birthday, if places are available.

10. Offer of Flexibility

We will offer 30 hours places where they are requested and we remain within legal limits and ratios. We will offer 15 hour places where they are requested and total nursery places do not exceed legal limits and ratios.

11. Procedures to be followed when offering places:

- a. Letter offering a provisional place, asking parents/carers to list their order of preference for flexible options A,B, C;
- b. Parents/carers confirmation in writing of their preferences;
- c. If no confirmation is received one call is made to check that the letter offering a provisional place has been received; if no response name is removed from list;
- d. Letter offering an actual place, allocated in accordance with admission procedures and arranging a visit to Nursery;
- e. Parents/carers confirmation in writing of their acceptance of an actual place and agreement of date to visit Nursery or telephone call to rearrange visit if necessary;
- f. If no confirmation is received one call is made to check that the letter offering an actual place has been received; if no response received the child's name is removed from list;
- g. During new starter meetings, give out admission forms pack, including SIMS form;
- h. Forms are returned at visit;
- i. Child cannot start unless all paper work is completed;
- j. If the parent/carer does not keep their appointment for their school visit, one call is made to check on the reason for missing the appointment. If a second appointment is not kept, name is removed from list.

Relationships to other policies

This policy should be read in conjunction with policies on equal opportunities, race equality, SEN, intimate care, health and safety, child protection and complaints

Roles and Responsibilities of Headteacher, other staff and governors

The **Headteacher** will ensure that:

- Pupils are admitted only in accordance with this policy
- Where places are available, pupils are admitted in accordance with agreed priorities

All Staff are expected to follow this policy when advising prospective parents and admitting pupils.

The **Governing Body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with interested parties.
- The admission register is kept up-to-date.