

NURSERY ADMISSIONS

Admissions Criteria

1. Applications must be on the prescribed form available direct from the school
2. Applications will not be considered or added to waiting lists before the child is two years of age.
3. No child under 3 years of age will be admitted to a Nursery Class, except in special circumstances in units or classes for handicapped children.
4. Normally children will be admitted according to age. i.e. oldest first, there is no priority area restriction.
5. No child shall be admitted to a Nursery class during the term prior to school admission unless they move into the area and already have a place in another LEA nursery class.
6. Parental preference will be paramount ultimately in deciding on which list(s) the child is placed. Parents are able to apply to more than one Nursery.
7. In accordance with Statutory Instrument 1991, no child who attends a school Nursery class will have automatic right of place to that same school at normal reception admission date, unless under current LEA policy they live within the priority admissions area.
Any parental request for out of priority admissions area places at school must be directed to the Planning and Admissions Service. Previous Nursery children will not be given any extra preferential consideration beyond the normal admissions criteria for out of admissions area applicants.
8. In view of the above admissions criteria to Nursery classes, no headteacher of a school with a Nursery class attached will give special preference to children in their own school priority area. However, where there are very long waiting lists, an out of priority area child who would only receive one term in the Nursery would not be admitted.
9. Special preference may be given to a child for early admission if;
 - (i) The child is subject to a Section 10 notification under the Education Act 1981, and has been recommended by an Educational Psychologist for mainstream Nursery admission. The Planning and Admissions Service will forward such a recommendation to the appropriate school (usually the closest or where the child may already be in attendance if this is different.)

- (ii) The Social Services Department recommend early nursery admissions in cases of actual or suspected Child Abuse or other serious social problems.
 - (iii) Any other exceptional reason at the discretion of the headteacher, such as minor physical handicap or English as a second language.
10. It is anticipated that each Nursery class will be full. Therefore vacated places should be filled from the waiting list as they occur.
11. Only in exceptional circumstances will places be other than part-time, and at the discretion of the headteacher.
12. If parents wish to move their child to another Nursery they should inform the school in **writing**.

ADMISSIONS ADMINISTRATIVE PROCESSES

1. Application form received fully completed.
2. Receipt is acknowledged to parent.
3. Child's name is added to waiting list in accordance with the admissions criteria.
4. Copies of application forms are held on file by the school.
5. Once cut off date is reached waiting list is reviewed and places for the following term are allocated, and parents notified accordingly.

NURSERY CLASS ORGANISATION

The approach within the Nursery is topic based and centred around the children's individual interests and needs. There are two chronologically organised classes that offer the same curriculum and equal opportunities appropriate to their respective ages.

The morning session is from 8.30 – 11:30 am
The afternoon session is from 12:20 – 3.20 pm.

Updated March 2020