



Arlesdene

Nursery School and Pre-school

Admissions Policy

June 2023

ADMISSIONS POLICY
Arlesdene Nursery School and Pre-school

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.
 The policy was last reviewed and agreed by the Governing Body in July 2023.
 It is due for review in July 2024 (up to 12 months from the above date).

Signature Date
 Head Teacher

Signature Date
 Chair of Governors

Version control

Date	Version	Changes	Approved by:
15/11/2018	V1.1	Heading change – Criteria for Admissions changed to How to apply? and changed para – online applications only. Paper copies will not be accepted	
14/12/2021	V1.2	Changes to point 6 – 30 hour extended childcare entitlement for working parents	
7/6/2023	V1.3	Changes to layout and addition of Rainbow group provision	

Arlesdene Nursery School and Pre-school

Admissions Policy

Rationale

Arlesdene Nursery School and Pre-school aims to provide a fair and transparent admissions system.

Arlesdene Nursery School and Pre-school aims to offer high quality early years' education for families in the local community. Priority for places will be given to children from the local area and those attending Arlesdene Pre-school however children will be accepted from other local areas if there are places available.

How to apply?

If parents require a place for their child at Arlesdene Nursery school or Pre-school, then they need to apply directly to the school via the online application form on the website. **Paper copies will not be accepted. Signed terms and conditions are required for all children.**

Arlesdene Pre-school (from 2 years of age)

Pre-school allocations, both for a free funded place or fee paying are subject to the availability of places. Pre-school is able to accept children who meet the criteria for free two-year-old funding.

The Pre-school will admit children after their second birthday. Subject to the availability of places, children will also be admitted at other times throughout the year, unless there are exceptional circumstances agreed by the Headteacher.

If the Pre-school is full then children's names will be placed on a waiting list and a place offered in order of the date the application was received and availability of sessions requested by the parent.

Parents applying for a Pre-school place and who are not entitled to two-year-old funding will be asked to complete the terms and conditions form for payment of fees. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.

Waiting List

To ensure that admissions to the School are fair and transparent the following procedures will be followed:

- When a parent or carer makes an application to the School and there is not a place available, the School's waiting list procedure will be explained fully and a copy of the Admissions Policy sent to the parent or carer.
- The waiting list is managed in accordance with the criteria for admissions set out above. The School will advise the parent or carer at the time of application of an approximate timescale before a place becomes available. However, this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within five working days, the next person on the waiting list will be contacted and offered the available place.

Arlesdene Nursery School (the term after 3rd birthday)

The nursery school will admit children in September, enabling children to take up their nursery place in the September following their third birthday, unless there are exceptional circumstances agreed by the Headteacher.

Subject to availability of places children may also be admitted to nursery in the January following their third birthday

The school has an agreed list of criteria for the allocation of places based on:

1. *Children with an EHC (Education and Health Care) Plan that names Arlesdene Nursery School and Pre-School*
2. *Children looked after by the local authority*
3. *Children 'at risk' who are the subject of an inter-agency Child Protection Plan*
4. *Other applicants:*
 - a) *Children with a particular medical or social needs for whom it can be demonstrated that they have a particular need to go to the school*
 - b) *Children with a sibling on the school roll at the time of application*
 - c) *Children of staff currently employed by Arlesdene Nursery School and Pre-school on a permanent contract*
 - d) *Children attending Arlesdene Pre-school.*
 - e) *Any other children in order of date of application*

If more children qualify under a particular rule than there are places available, the next rule will be applied. In the case of a tie break, priority will be given to those who live nearest to the nursery as measured in a straight line.

30 hour extended childcare entitlement for working parents

Eligibility for 30 hours childcare can be checked at <https://www.childcarechoices.gov.uk/>

Arlesdene Nursery School will offer a limited number of places for these additional hours for children attending from 8.45am to 3.30pm if available.

The school has an agreed list of criteria for the allocation of places based on:

- 1. Places will firstly be allocated to children already attending Arlesdene Nursery or Pre-school who present an eligible reference code to the school office*
- 2. Further places will be offered for any other children in order of date of application and when an eligible reference code is given to staff in the school office*
- 3. Places will be reviewed termly and parents must confirm their eligibility for a place on a termly basis.*
- 4. Where a family is no longer eligible the extended hours will be withdrawn.*
- 5. A waiting list system is operated for 30 hour sessions should they be full. Applications will be stored by the date the application was received by the school.*
- 6. Any hours over the free 30 hours will be charged for and parents are required to sign our terms and conditions form for payments of fees. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.*

Allocation of Three Hour Sessions

When children are offered a place in the Nursery School parents are asked for their preference for a morning or afternoon place if available, although there is no guarantee that they will be offered the place they prefer. Allocation of part-time places is according to availability and at the discretion of the Headteacher.

The school has an agreed list of criteria for the allocation of part-time places based on:

- 1. The needs of the child*
- 2. The needs of working parents.*
- 3. The balance of the key groups*

In Nursery school we offer 15 hours spread over 5 mornings 8.45am – 11.45am or 5 afternoons 12.30pm – 3.30pm subject to availability.

The use of the 15 free early education hours other than over 5 mornings or afternoons is at the discretion of the Headteacher.

There is no right of appeal for morning or afternoon places.

Extended Hours Provision in School Nursery

The School Nursery has a limited number of places for parents or carers wishing to pay for sessions above their 15 hours' entitlement.

The school has an agreed list of criteria for the allocation of places based on:

- 1. Availability of lunch club spaces*
- 2. Availability and feasibility of required sessions*

Rainbow Group – Special Educational Needs Provision

The school has a limited number of places in our Rainbow group, parents can request a place although there is no guarantee that they will be offered a place in Rainbow group. Allocation of places is according to availability and at the discretion of the Headteacher.

The school has an agreed list of criteria for the allocation of places based on:

- 1. Children with known special educational needs and disabilities*
- 2. Children with an Education and Health Care Plan (EHCP)*
- 3. Children attending Arlesdene Pre-school*

The allocation of all places will be at the discretion of the Headteacher.

Roles and Responsibilities of Headteacher, Other Staff, Governors

The **Headteacher** will ensure that:

- Children are admitted in accordance with this policy
- Where places are available, children are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents and admitting children.

The **Governing Body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- The admission arrangements are made available to parents and potential parents
- An admission's register is kept up to date