



**Arlesdene**

Nursery School and Pre-school

# **Admissions Policy**

**November 2017**



**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 on 9<sup>th</sup> November 2017.

It is due for review on 8<sup>th</sup> November 2018 (up to 12 months from the above date).

Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors

# **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.

Children eligible for a funded two year old place will be offered places in Arlesdene Pre-school.

### **Criteria for Admissions**

If parents require a place for their child at Arlesdene then they need to apply directly to the school either via the application form available on the website or request a paper application from the school.

### **Nursery School (the term after 3<sup>rd</sup> 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 or April following their third birthday

### ***Order of priority in which places will be allocated:***

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 siblings 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.

Children of eligible families will be accepted for a 30 hour place in Arlesdene if places are available.

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.

### **Allocation of Afternoon and Morning 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, 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

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. Allocation of places will be dependent on:

1. The length of time on waiting list
2. Availability and feasibility of required sessions
3. Availability of lunch club spaces

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

## **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.

### **Applying for a place in Nursery or Pre-school**

The school website will provide the latest information, application forms and application deadline dates; parents can also contact the school office.

### **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.

## **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