



Arlesdene

Nursery School and Pre-school

Admissions Policy

February 2014

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Rationale

Arlesdene Nursery School aims to provide a fair and transparent admissions system. We aim 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's Daycare (Rocking Horse Wraparound) however children will be accepted from other local areas if there are places available.

Criteria for Admissions

As a maintained Nursery School we follow the Hertfordshire County Council Admission Arrangements guidance. However we also give preference to children attending our onsite daycare. All children will be placed in Arlesdene Nursery School in the September after their third birthday for their free 3 year old nursery education, unless there are exceptional circumstances agreed by the Headteacher.

If there are not enough places available, places will be allocated in the following order of priority:

- 1) *Children with a statement of Special Educational Needs which names Arlesdene Nursery School will be allocated a place in accordance with Section 324 of the Education Act 1966*
- 2) *Children in Public Care (Children Looked After)*
- 3) *Children 'at risk' or with a Child Protection Plan*
- 4) *Other applicants:*
 - a) *Children with a particular medical or social need to go to the school*
 - b) *Siblings in Nursery (at the time of entry)*
 - c) *Children already attending Arlesdene Daycare (RHW)*
 - d) *Any other children*

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.

Admissions

Parents are given a school prospectus and are encouraged to look round the Nursery School so that they can make an informed decision about the nursery.

Arlesdene Nursery School will operate a single intake, enabling children to take up their nursery place in the September following their third birthday. Occasionally, subject to availability, children may be invited to start the nursery sooner than this date, although always in the term after their third birthday.

Parents will receive a leaflet posted to their home address from Hertfordshire County Council in the February of the year in which their child is due to start Nursery School.

Parents are able to apply online for nursery. Please follow the link:

www.hertsdirect.org/nurseryadmissions

Arlesdene Nursery School will then receive a list of applications from Hertfordshire County Council and will then offer places to parents by letter.

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

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

Flexible/Extended Hours Provision in School Nursery

The School Nursery has a limited number of places for parents or carers requiring provision in addition to the funded 3 hourly 5 sessions. Allocation of places will be dependent on:

- 1) Availability and feasibility of required sessions
- 2) Children with a statement of Special Educational Needs which names the school
- 3) Children in Public Care (Children Looked After)
- 4) Children 'at risk' or with a Child Protection Plan
- 5) Children with a particular medical or social need
- 6) Working parents/carers (working more than 16 hours per week) or those attending Further Education.
- 7) Other children according to length of time on waiting list and availability of required sessions, the Headteacher can use her discretion

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

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 ten days the next person on the waiting list will be contacted and offered the available place.
- If the parent or carer wishes to take up the place for their child they will be asked to complete the Admissions Form and Emergency Contact and Medical Forms and agree a start date for their child.

This policy was agreed by the Governing Body in February 2014.

Signed: **Date:**
(Chair of Governors)