



## Policy Header

<b>Policy Title</b>	<b>Nursery Admissions Policy for 2 and 3 / 4 year olds 2017/18</b>
<b>Version No</b>	<b>Three</b>
<b>Written / Adopted Date</b>	<b>Written October 2016 Reviewed October 2017 -2 year olds</b>
<b>This policy complies with WBC guidance</b>	<b>Yes</b>
<b>Linked Policies</b>	<b>Admissions to School Policy</b>
<b>Written By</b>	<b>School</b>
<b>Date shared with Staff</b>	<b>November 2017</b>
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<b>Review Date</b>	<b>October 2018</b>

## Nursery Admissions Policy 2017/18

Admissions to Nursery are the responsibility of the Governing Body. The Headteacher acts on behalf of the Governors in administering the agreed admission arrangements.

As a Church of England Aided School, RE, collective worship, and the whole ethos of the school are based on the teaching of the Church of England. There is no formal, regular act of worship in the Nursery but the ethos of the Nursery reflects that of the school which is of a caring, Christian nature

Parents seeking admission for their children to Glazebury CE Nursery are requested to contact school in the first instance. A visit by appointment is encouraged particularly for those parents who are unfamiliar with the life of the Nursery. Once places have been offered a transition process will be agreed to meet the needs of your child.

### **3 / 4 Year Olds**

The Governors have identified a maximum number of 26 part-time place in Nursery ie: 13 morning (8:45am to 11:45am) and 13 afternoon places (12:15pm to 3:15pm). Full Day Places are available. Monday to Friday (term time only). We accept 15 or 30 hours funding. An additional hours can be purchased.

Places will be allocated for children born between **01/09/2013 and 31/08/2014** first, once all these applications have been accommodated, then three year old children may be offered a place at the beginning of each term following their third birthday. If places allow pupils will be admitted at the beginning of the autumn, spring and summer Term. (September, January and April).

### **2 Year Olds**

8 part time places are available.

5 morning sessions – 8:45 to 11:45 and 5 afternoon sessions 12:15 to 3:15

We accept 15 hours 2 year old funding or hours can be purchased.

Places will be allocated for children born between **01/09/2014 and 31/08/2015**. If places allow pupils will be admitted at the beginning of the autumn, spring and summer Term. (September, January and April). Or by discussion / arrangement with the school

There is no right of appeal against the allocation of places to Nursery.

### **Allocation of preferred sessions:**

Session planning will take place between the school and parents prior to places being offered. We try to be as flexible as possible to meet your needs.

Where there are more applications than places available the following oversubscription criteria will apply:

1. A 'Child in Care' or a child who was previously looked after but ceased to be so because they were adopted (or become subject to a child arrangement order or special guardianship order).
2. The child has a brother or sister already attending the school and expected to continue at the school during the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
3. For three year old places – children who currently attend Glazebury CE Primary School as a 2 year old.
4. Children whose families are regularly involved in the life and worship of All Saints Church, Glazebury (ie: at least twice a month). Applicants will need to submit a written reference from their incumbent as confirmation of their commitment
5. A child who regularly worships at another church. (ie: at least twice a month). Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.
6. Children with social or medical needs who in view of the Governors would benefit from a place at the school. Supporting letters/documentation is required from Medical Specialists or Social Workers to be submitted with their application form.
7. Any other children.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school using a geographical information address point system based on the local land and property gazetteer. This measures straight line (direct) distances in miles from the address point of the permanent place of residence to the address point of the school.

All applications for nursery are to be returned directly to the school. School deals with its own applications for nursery.

**Please note: For admission to Reception class at school you must complete the school application process ie: submit a LA application and complete a school application form. For further information please refer to the schools admission policy.**

#### **Supporting notes to accompany Criteria 6**

Supporting evidence from a professional e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

#### **Children with Educational Health Care Plans**

Section 324 of the Education Act 1996 required the governing bodies of all maintained schools to admit a child with a EHC (previously Statement of Special Education Needs) that names the school/nursery setting.

#### **Waiting List**

If your child is refused a place at the school then their name is automatically placed on a waiting list. If vacancies arise they will be offered to the next on the waiting list. Waiting lists are held strictly in oversubscription criteria order.

### **Fraudulent applications**

It is assumed that you will always give factual information. You should be advised that giving false information in respect of an application for admission may result in any offer of a school place being withdrawn.

### **Address of pupil**

The address provided on the school and Local Authority admission form must be the child's actual address at the time of application. If the address changes parents should notify the school and Local Authority, immediately. Where a child lives with parents with shared responsibility the address given on the form should be the address of the parent, where the child wakes up for the majority of Monday to Friday mornings. Proof may be required. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

If you are unsure of any of the above procedures please do not hesitate to contact the school who will always be happy to assist you with your application or answer any questions you may have.