

# Chalvey Nursery School & Early Years Centre

## Admission Policy

The school's admission number is 120 part time places. Children may be admitted in the term after their 3<sup>rd</sup> birthday.

### Registration

Applications for a place in the nursery are accepted at any time. Application forms are available from the school office. Children may be registered at any time. The child's name is entered on the school's electronic register with the date that the application is received.

Before the child is admitted to the nursery the child's birth certificate must be shown to verify the date of birth on the application form. The member of staff who sees the birth certificate will check the spelling of the child's name & the date of birth. A photocopy of the certificate will be taken & attached to the application form.

### Admissions Procedures.

The Admissions sub committee of the governing body meets to discuss the applications for admission to the nursery each term. Governors consider all applications & offer places accordingly.

Children with Special Educational Needs (SEN) will be considered alongside all other children. Providing that appropriate support is available, the child will be offered a place. The school will liaise with other professionals involved with the child prior to admission to ensure the child's needs are catered for.

The school operates a policy of inclusion & equality. The number of children with SEN already attending the nursery will be taken into consideration by the Admissions committee so that the total number of children with SEN does not adversely affect the provision for all other children attending the school.

In the event of there being a greater demand for admission than there are places available, places will be allocated in accordance with the following criteria:

- 1 Children considered to be 'at risk' by the local authority.
- 2 Children who have a statement of SEN naming Chalvey Nursery School.
- 3 Children who are 'looked after' or in public care as verified by the local authority.
- 4 Children whose home address is in the area traditionally served by the nursery catchment area & who will attend the nursery for 3 terms or more. These will be considered in date order that the name was placed on the waiting list.  
Parents will be asked for proof of address. Catchment area Appendix A.

- 5 Transfer from other maintained nursery school.
- 6 Children who have a sibling at the school on the date of their admission.
- 7 Date of registration
- 8 By date of birth.

Where application of these arrangements fails to distinguish sufficiently between applicants, final decisions on admissions will be based upon the child's proximity to the school measured using geographical distance system.

The admission of children with additional needs but no statement is no different from that of other children.

### **Transfers**

Children will not transfer to any other nursery or class unless the family moves house or other circumstances deem it requisite. Children will not be accepted from other nursery schools or classes, unless in exceptional circumstances.

Children moving into the area who have had their name on another nursery waiting list will have their name transferred onto the admissions register with the date of application being when they first applied to their original school. Verification is required from the original school.

### **Leave during Term Time.**

If the roll is full, children will be taken off roll after unauthorised leave of more than 2 school weeks. This may be extended in exceptional circumstances at the discretion of the Admissions committee of the governing body. The child's name may be added to the waiting list on return from leave.

### **Criteria for full-time places**

#### **Paying**

There are 8 full-time paying places available. Of these a maximum of 2 places can be taken by parents of children with additional needs.

Places will be reviewed termly:

- Children who are already accessing a paying full-time place will be considered before any additional places are offered.
- Preference will be given to staff members who wish their child to have 5 full-time days at nursery over parents of other children wishing to have 5 full-time days at nursery.
- Parents wishing their children to have 4 days full-time will be given preference over those wishing to have 3 days full-time. This process will continue for 3, 2 & 1 day full-time. At each stage taking into account priority number 3.

#### **Free**

There are 2 free full-time places available.

These places are decided upon by a panel consisting of the Headteacher, a non-staff Governor from the Curriculum Committee & the Assistant Headteacher.

The panel will meet at least termly.

A written submission supporting the application for a full-time place will be provided by the child's key worker.

The panel will document their decision giving reasons why the decision was made. In making their decision the panel will consider aspects such as child protection, looked after children, families in crisis & social circumstances.

The offer of a free full-time place will be made for a limited period, with the maximum time being 1 term.

### **Appeals**

In all cases, where a decision has been made to refuse a place at the school, parents have the right to appeal. Appeals need to be made in writing in the first instance, to the Clerk of Governors, at the school & will be considered by the 1<sup>st</sup> Committee of the Grievance panel.