



Edmondsley Nursery Admissions Policy

Application Procedure

In all situations the Nursery's admission procedure follows the same routine:

- 1) Completed application forms are arranged in birth order.
- 2) Lists of the children to be admitted at the beginning of the Term are prepared no later than 4 weeks prior to the start date.
- 3) For each child, a letter offering a nursery place is written to the parents with details of the child's start date.

Over Subscription

If the Nursery is oversubscribed the places will be allocated using the following admission criteria:

1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Medical reasons – Children with exceptional medical factors directly related to school placement.
3. Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
4. Those children who live in the catchment area of the requested school.
5. Children who live outside the catchment area of the requested school, with a sibling attending this school at the time of the applicant's proposed admission
6. Children who live nearest to this school calculated by shortest walking route.

Waiting Lists

Parents of children who have not been offered a place at the Nursery may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Children can be admitted to Nursery at the start of the term of their third birthday if places are available. Attendance will usually be on a part time basis, mornings or afternoons. Children attend every day; part week places are not available. This is a school nursery class and as such operates during term times only.

Admission to the nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.





Determining choice of morning or afternoon place

Parents are asked to state a preference for morning or afternoon. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfil all parents' requests.

Informing Parents regarding applications

- Parents/guardians will need to accept the place in writing, on the reply form provided.

Attendance at the Nursery Class

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- Since places in the Nursery Unit are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- Parents/guardians will be asked to provide two emergency contact numbers.
- A voluntary contribution of £1.00 per week for the Nursery Fund is used to provide extra resources for the nursery. A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.

