

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Nursery Admissions Policy

Policy for the Attention of			
<i>Audience</i>	<i>Key Audience</i>	<i>Optional Audience</i>	<i>Additional/Notes</i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants			
Administrative Staff	✓		
Curriculum Support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	

1. Aims

Our aims are:

- 1.1 To ensure access and entitlement to the benefits of high-quality child centred Nursery education on a fair and equitable basis.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure.

2. Nursery Session Options

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 5 Morning sessions					
Option 2 5 Afternoon Sessions					

- 2.1 We do not offer flexible sessions. A Nursery place is for either option stated above i.e. five mornings or five afternoons.
- 2.2 Our expectation is and priority is given to parents who take up all 5 sessions.

3. Criteria for Admissions to Nursery

The Nursery Class at Alder Coppice Primary School is a Governor led provision. Numbers are kept under review and the Governors of the School will offer children a place in the Nursery, according to available space, once a child has reached their third birthday according to the criteria in the following order of priority.

- Children currently or previously in the care of the Local Authority (Looked After Children);
- Children with a particular compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.) where a placement at the School would be a priority;
- Places are then offered by age of the child (oldest first).

Allocation of Preferred sessions

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed. If the preferred session is unavailable, the child will be offered an alternative session.

4. Nursery Registration

- 4.1 Parents can register their child at any time and details will be held on a waiting list.
- 4.2 The waiting list does not operate on a "first come, first served" basis, but is organised by date of birth.
- 4.4 Parents will be sent a letter prior to their start date.
- 4.5 Parents are welcome to visit the Nursery, prior to submitting a completed application.

5. Nursery Intake

- 5.1 The Nursery has a major intake in September of children who turned 3 the previous term.
- 5.2 The September intake will be staggered over the first 2 weeks of term.
- 5.3 Any spare places will be allocated during the year, as they become available, to any child on the waiting list as they pass his/her third birthday.
- 5.4 These spare places are offered to start in line with School terms.

6. Decisions on Places

- 6.1 Decisions will be made on behalf of the Governing Board by the Foundation Stage Phase Leader and Administrative Officer, with responsibility for admissions. Decisions to offer a place will be based on the criteria and procedures laid out in this Admission Policy. Being offered a place does not guarantee first preference with regards to session options.
- 6.2 Decisions will be final and there is no right of appeal
- 6.4 If a parent starting their child after the main September intake does not get their session of preference, they can accept that session and then change to their first choice the following September.
- 6.3 The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school.
- 6.4 Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.
- 6.5 Parents who accept a place are expected to support the School's policies.

7. Transition Visits

- 7.1 The Nursery will hold a parent and child induction in the September each year.
- 7.2 Children admitted during the year will be invited to visit the Nursery for an induction before they actually start.

8. Leavers during the Year

- 9.1 If a child is withdrawn by their parents from Nursery during the School year, parents must let the School know as soon as possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the waiting list. If parents later wish their child to return to the Nursery, then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Nursery, or any other nursery class, will in no way influence the decision on being offered a place.

9. Attendance & Loss of Nursery Place

- 10.1 If attendance and punctuality is poor or erratic the Early Years Phase leader will talk to parents and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated on the child's record.
- 10.2 If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Assistant Headteacher.
- 10.3 If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

10.4 If a child is taken on a holiday during term time which has been authorised by the School, but the child does not return at the agreed time and no contact has been made to explain this then the child may be taken off role and would lose their place in Nursery. If an unauthorised holiday is taken and the time taken goes beyond 3 weeks, then the child may lose their place, and it may be offered to someone else. If parents later wish their child to return to the Nursery, then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously been in the Nursery, or any other nursery class, will in no way influence the decision on being offered a place.

10.5 If a child is absent for a period of three weeks without any contact from the parents and the School has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

10. Transfer from Nursery to Reception

11.1 All parents and carers must be made aware that a place in the Nursery does not guarantee a place in the School and that they must still go through the correct Dudley admissions procedure.

11.2 The Early Years Phase Leader and Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the School admitting the pupil as appropriate.