

# Admissions Policy

Wheelwright Lane Nursery



*Learning For Life*

### Aim

It is our aim to make our setting accessible to children and families from all sections of the local community and to ensure that all have access to the setting through open, fair and clearly communicated procedures.

### Criteria of admission

We offer places to children using the following priority list: Children:

- Who have siblings already attending Wheelwright Lane School and/or Nursery
- Who live in the local vicinity of the school and are in the catchment area of the school (according to Warwickshire admissions)
- Who are in the outer tier of the catchment area including, Keresley, Bedworth, Exhall (according to Warwickshire admissions)

### Timing of admission to the nursery

Nursery education normally starts from the term following the child's third birthday. All three and four year olds are entitled to 15 hours free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday). Children start Reception year after their fourth birthday and turn five during their Reception year (1<sup>st</sup> September to 31<sup>st</sup> August).

<b>A child born in the period:</b>	<b>Will become eligible for a free place:</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April (Summer school term)

Priority will be given to 3 and 4 year old children. However, if places are available, the Nursery will offer places to children using the admissions criteria for those who are Rising 3's (they turn three in the term they attend the nursery). These children are not entitled to free nursery places.

We are flexible about the attendance patterns in order to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the nursery that provides stability for all the children.

### Admission Procedure

To be allocated a place within the Nursery, parents have to fill in a registration form, available on the school website or from the nursery or school office.

When making the decision to offer places to children within the Nursery we aim to ensure equality, fairness and openness. We treat all children and families fairly, having regard for their background, gender, special educational needs, disabilities, social background, religion and ethnicity. We recognise there can be a high demand for places within the Nursery but unfortunately at times we are unable to offer places to everyone.

Decisions about the allocation of places are made by the Governing Body Nursery Committee, comprising of the Headteacher, Nursery Manager, Staff Governor, and three serving Governors. This allocation meeting will take place termly. Places within Nursery are available annually in September and we will begin to offer places to children by the end of Autumn and Spring terms, depending on the child's age and the availability of places.

All children who have registered and have their 3 birthday between 1 September and 31 August are sent a letter saying that if they would still like to be considered for a place, to come in to complete/ update the registration form.

The information on these forms enable us to check that the admissions criteria is met.

Once this process is complete we then look at allocating places for January.

Children who are already attending the nursery will have continuity of care and will receive confirmation that their place is secure for the next year.

**Appeals Procedure**

Admission to the nursery school is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are not satisfied that their child has not been offered a place may express their concerns to the nursery school's Governing Body who will consider each case on its merit.

**Admission to school**

Admission to Wheelwright Lane nursery does not guarantee admission to Wheelwright Lane School. Warwickshire Local Authority is responsible for the admission to this LA maintained school. A separate application must be made to the LA admissions department.

This policy was ratified by Wheelwright Lane Nursery Governing Body

On .....9<sup>th</sup> March 2017..... (date)

To be Reviewed.....March 2019..... (date)

Signed on behalf of the Governing Body Committee.....

Name of Signatory.....