

NORFOLK CHILDREN'S SERVICES  
 Mousehold Infant & Nursery School



**Title of Policy:**  
**Nursery Admissions**

**Subject Leader/Contact Person:**  
**Rebecca Westall**

This policy has been developed, reviewed & adopted as follows:

	Date of Draft	Date Agreed	Date of Review	Date of Review	Date of Review
Staff	Oct 17	Oct 2017	Oct 2018		
Governors					

<b>School Aims:</b>	Respect, Help, Learn, Enjoy, Achieve.
<b>School Self Review:</b>	<ul style="list-style-type: none"> <li>• How high are standards?</li> <li>• Pupils' attitudes, values &amp; personal development.</li> <li>• How well are pupils taught?</li> <li>• How good are curricular &amp; learning opportunities?</li> <li>• How well does the school care for its pupils?</li> <li>• How well is the school led &amp; managed?</li> <li>• How well does the school work in partnership with parents?</li> <li>• How effective is the school?</li> </ul>

Signed: ..... (Headteacher)

Signed: ..... (Chair of Governors)

## **Nursery Admission Policy**

### **Registration for Admission to Nursery**

1. All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age.
2. The date of registration will be noted, but does not give any priority.
3. Attendance at the nursery **does not guarantee a place in Reception** and parents need to apply for the Reception admission separately by applying directly to the local authority.

### **Timings and Procedures regarding Nursery Admission**

1. Parents will be asked to confirm their wish for a place for their child in Nursery as early into the previous school year as possible.
2. The school will inform parents if a place is available at the nursery in the March or April preceding the September admission.

Where applications for nursery exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

1. Children looked after by the local authority.
2. Children with Special Educational Needs or an Education Health Care Plan will be allocated in discussion with the EHCP coordinator.
3. Where the child has a sibling currently attending the school as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)
4. Other children - Those living, at the date of application or confirmation, nearer to the school measured in a straight line distance from the school being given priority. (See Appendix A for definition of a child's home address for children with parents with shared responsibility, living with each for part of the week)

Children will be eligible to commence Nursery in the academic year they turn four. Children are admitted without reference to ability or aptitude.

### **Other Information Regarding Admissions**

1. Fully completed Admission Forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
2. A copy of the child's birth certificate must be seen by the Head or Secretary and accounted for on the admission form.
3. In the event of non-admission the Chair of Governors will supply a reason for the decision.

4. The school reserves the right to withdraw a place if incorrect information has been given that gave the child a place at the school in the initial allocation e.g. the address supplied for the child was not their home address. The school reserves the right to ask for proof of the criteria for admission, including home address.
5. In accepting a place it is expected that children will attend all sessions agreed unless they are unwell.
6. There are a maximum of 52 places for the Nursery with no more than 26 in each session.
7. If the September intake is full, unsuccessful applicants will be placed on a waiting list. No further applications will be accepted if no places.

#### **Appendix A**

- **Definition of a Sibling.** 'Brother/sisters living at the same address including step brothers/sisters and children in foster care within a family unit'
- **Definition of a child's home address for children with parents with shared responsibility, living with each for part of the week.** The home address for a child whose circumstances are described above will be considered to be the address that the child lives at for the majority of the week, including weekends. Evidence to support this may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.