



Admission to the Nursery / Foundation One Policy

Introduction.

The school policy for Nursery Admissions was developed and agreed by the whole staff and has the full agreement of the Governing Body. The policy was approved and ratified by the Governing Body during the Spring Term 2010.

Aims

Through this policy we aim to set out Nursery Admission arrangements for Ambleside Primary School 2010.

Requirements for consideration of admission to our Nursery

If you would like your child to come to our nursery, you must complete an application form and send or bring it to this school.

If your child is offered a place, you must confirm your acceptance to Ambleside Primary school within two weeks, otherwise the school will offer the place to another family, as the Nursery is over subscribed. If you decide after that point you still wish your child to attend Ambleside Primary they will be placed back on the waiting list and offered a place when one becomes available.

Before your child is able to commence, school we will need to see evidence of your child's birth certificate and proof of your home address.

As nursery school classes are subject to legal staff ratios it is not possible to have a formal appeal procedure. Therefore, there are no formal appeal procedures for Nursery.

Criteria used to determine which pupils should be admitted to the Nursery.

- Children will be accepted and allocated a place into nursery from the age of three, our main intake will be during the autumn term.
- Places are allocated in order of birth date.
- Children living within the school's normal catchment area who have an older brother or sister at the school at the time of their admission.
- Other children living in the normal catchment area.
- Children outside the normal area that have a brother or sister at the school at the time of their admission.
- Children outside the catchment area.

Deferring an offered Place

If parents/carers do not wish to take up the place offered for that term we will not be able to hold it for them for a period longer than two weeks to be fair to all those on the waiting list. They will need to re-apply for admission on the waiting list.

Waiting List

Where it is not possible to offer a child a place they can remain on the waiting list and places allocated from that list if places become available during the term.

Poor Attendance

If a child is absent for an extended period (ie. more than 2 weeks) without the approval or knowledge of the Headteacher or Attendance co-ordinator for holidays or long stays elsewhere, the place will be reallocated to a child from the waiting list.

If a child has particularly poor attendance at Nursery which is less than 85% attendance for a term. School will decide if that place should be re-allocated to a child who is on the waiting list. *(Appendix 1 shows examples of different term lengths in regards to 85%.)*

Transfer from Nursery to Ambleside Primary School

Children will be admitted to full-time school at a single point of entry, at the beginning of the academic year (September) in which they reach their 5th birthday. Some parents may wish to defer the start of full-time education until compulsory school age. If parents wish to take up this option, they may arrange the details with the Local Authority.

Attendance at our nursery unit does not guarantee admission to Foundation Two which is part of Ambleside Primary School. All applications for admission to the main school must be made to the Local Authority (via the local authority's co-ordinated admissions scheme).

The Nursery Part of the Foundation Unit is comprised of one hundred and twenty part time places. From Foundation Two through to Year 6 at the school comprises of seventy-five places for every year group.

Please note: that since 2007, there have been a number of children who did not receive a place to continue at Ambleside Primary School. The Governing Body of the school strongly advise that if you wish to your child to go to our school, you complete all admission paperwork promptly and return it quickly to Nottingham City Admissions and Exclusions Department.

If by the beginning of the academic year in which your child will turn five and has reached compulsory school age, they do not have a school place at Ambleside, we regret they will lose their nursery place at Ambleside.

The Local Authority will do their up most to place your child at a school near to where you live. You will also be given the opportunity to go on a waiting list to transfer back to Ambleside if a place becomes vacant in the future.

Procedure for children who should commence Reception / Foundation 2 in the Autumn who have no place

Nottingham City now have a single entry intake into Foundation Two at the beginning of the Autumn term. Over previous years we have found that not all children who have attended our Nursery have a place granted through either the school admission number limit (75 children) being reached or parents not completing the paperwork and returning it to the Admissions and Exclusions department at the Local Authority.

In these circumstances as long as there is no child eligible to commence nursery by becoming three or moving into the area, the Reception aged child will be granted permission to stay on at Nursery on a part time basis until the beginning of the term of which they become five years of age. In summary, a child of nursery age will not be turned away from starting at the nursery at the correct time due to the place being taken by a Reception aged child.

Role of the Class Teacher

To ensure that procedure is consistent.
To follow through with all aspects agreed in the home / school contract

Role of the Head teacher and Governing Body

To ensure that procedure is consistent.
To ensure that the Nursery Admissions Policy is being implemented.
To ensure all aspects agreed in the home / school contract are followed through.

Role of the Parents/Guardians

To support the school in the implementation of the Nursery Admissions Policy.
To communicate with the school about any issues or concerns.
To follow through with all aspects agreed in the home / school contract.
To ensure their child has good attendance at Nursery and is on time.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Review

This policy will be reviewed in the Summer term 2014.



Appendix 1.

Examples of different term lengths in regards to 85% attendance.

10 weeks	possible sessions = 50	85% would require at least 43 sessions attended.
11 weeks	possible sessions = 55	85% would require at least 47 sessions attended.
12 weeks	possible sessions = 60	85% would require at least 51 sessions attended.
13 weeks	possible sessions = 65	85% would require at least 55 sessions attended.
14 weeks	possible sessions = 70	85% would require at least 60 sessions attended.
15 weeks	possible sessions = 75	85% would require at least 64 sessions attended.
16 weeks	possible sessions = 80	85% would require at least 68 sessions attended.
17 weeks	possible sessions = 85	85% would require at least 72 sessions attended.
18 weeks	possible sessions = 90	85% would require at least 77 sessions attended.
19 weeks	possible sessions = 95	85% would require at least 81 sessions attended.