



# Nursery Admissions Policy

Date of Policy: Summer 2018

Policy Review date: Summer 2021

Signed:  
Headteacher:

Signed:  
Chair of Governors:

## **Equality Statement**

In our school, we are committed to eliminate discrimination and advance equality of opportunity for all those with 'protected characteristics' under the Equality Act 2010, in relation to age, disability, ethnicity, gender, gender reassignment, maternity and pregnancy, religion and belief, sexual identity and marriage and civil partnership status. We will endeavour to foster good relations between all.

(Our full Equality Statement can be found on the school website)

## 1. Introduction

- 1.1 Our governing body applies the regulations on admission fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Nursery admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

## 2. Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be assessed using our admission criteria without prejudice.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not.
- 2.4 A child's level of ability is irrelevant to this school's admission policy, as are any special needs the child may have.

## 3. How parents and carers can apply for their child to be admitted to our school

- 3.1 The responsibility for determining admissions for nursery age children lies with the Governing Body of Clapham Terrace Community Primary School and Nursery.
- 3.2 Children will be admitted to nursery the term after their third birthday.
- 3.3 The agreed criteria for admission to the nursery is:
- Children living in the catchment area
  - Children who have a brother or sister at the school at their time of admission.
  - The age of the child from the oldest age band first.
- 3.4 Parents make their applications directly to the school via an application form, which is available from the school office and must be returned by the last working day in March.
- 3.5 Children's names are placed on reserve lists in strict order of the criteria, not according to the date of application. If a place becomes available, the nursery will contact the parents of the child whose name is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on a reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.

- 3.6 Parents are given two weeks to accept the offer. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'Reserve List' have been offered places.
- 3.7 If there are still sessions available after the September intake for the 15 hours entitlement, new intake requests for nursery sessions will be considered using the criteria in 3.3. Offers of places will then be made.
- 3.8 Places at the nursery will be advertised on the school website and also on the school newsletter.

#### 4. The Standard Number and Entitlement

- 4.1 Clapham Terrace has 26 nursery class places. A waiting list will be made available, should there be the need.
- 4.2 Clapham Terrace offers 3 and 4 year olds the entitled 15 hours weekly, free education for 38 weeks per year, during term time. Our session is from 9am-12pm, the 15 hour free entitlement will be made using 5 x 3 hour morning sessions.
- 4.3 The cancellation of the 15 hour free entitlement sessions can be made at any time. Parents are required to cancel their child's place in writing to the office. Any permanent cancellations will be made available to children on the nursery waiting list. Once places are cancelled, school cannot guarantee the reinstatement of them.

#### 5. Attendance

- 5.1 Where a pupil fails to attend Nursery for three weeks and no mitigating circumstances, such as illness certified by a Doctor, have been offered, nursery have the power to remove the child from the roll. If the child does not attend for three week the school will contact the family by phone and if there is no reply a letter will be sent. Pupils returning to a Clapham Terrace Nursery School, who have been taken off roll, will be re-admitted to the nursery only if there is a place available.
- 5.2 We are unable to permit pupils to continue with any allocated Nursery place at Clapham Terrace Nursery beyond the end of the current scholastic year (ended July), in which they turn four years old e.g. child turns four years old between September and August of an academic year, the place ends at the end of the Summer term for that academic year. (This aspect of the admissions policy allows Clapham Terrace Nursery to operate in line with the admission age and criteria for our Reception Class).

#### 6. Monitoring and Review

- 6.1 This policy will be reviewed by the PRP committee, every three years, or earlier in light of any changed circumstances, either in our school or in the local area.