ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS FEDERATION

ADMISSIONS POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	29.06.2020
Governing Board Approved/Adopted	02.07.2020
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	29.06.2021

GENERAL STATEMENT:

It is the belief of the Ashmore Park and Phoenix Nursery Schools Federation that all children should be entitled to a broad and balanced curriculum within the setting of their school. Children will normally be admitted in the autumn term in line with single admission arrangements. Children can, however, be admitted into Nursery at other points in the academic year, when places are available.

UNIVERSAL ENTITLEMENT:

Children are entitled to receive fifteen hours' free nursery education from the term following their third birthday. Places are offered to children as close to their third birthday as possible. Places are allocated in date of birth order.

RISING 3'S:

At Ashmore Park Nursery School, if places are available, children will be offered a place whether or not they meet the 'Rising 3' criteria. Governors deem this to be an investment in the future outcomes for those children. There is no pupil mobility and therefore the School aims to support raising standards and improving educational outcomes for the children.

At Phoenix Nursery School places are offered to the most vulnerable i.e. those who do meet the 'Rising 3' criteria. Only funded places are offered, as there is a high level of pupil mobility.

Children are considered for a nursery place if their third birthday falls within the first half of the term i.e. Autumn term 1; Spring term 1 or Summer term 1. Any child with a birthday after this date would not be considered for a place and would join the school following their third birthday.

EXTENDED ENTITLEMENT:

Both schools' offer the 'Extended Entitlement Provision', which equates to 15 hours 'Universal Entitlement' and 15 hours 'Extended Entitlement'. Children are therefore, able to attend from the beginning of the morning session until the end of the afternoon session. There is a charge for childcare during the lunch time period. A maximum of 13 places are available for this provision. Should the provision be oversubscribed there is a criteria, which would be applied in order to allocate places, see Appendix 1.

If places are available, parents who would qualify for the entitlement may be able to access this provision earlier and pay the relevant charge until they are able to access the funding via their eligibility code.

ADMISSION PROCEDURES:

1. Parent/Carers approach the Nursery to have their child's name placed on the waiting list. Parents/Carers complete the application form. They are asked, which session they would prefer for their child and as far as is possible, they are offered the session of their choice. The date that they register their application is also noted;

2. The oldest child registered on the waiting list is offered the next available place;

3. Should there be only one space available, however, and there are two children on file with the same date of birth, then the child whose name was put on the waiting list first will be offered the place. When there is a higher demand for places for a particular session than available, then again the places are offered to parents who registered in date order;

4. In certain circumstances, places may be allocated not in date of birth order. This may be at the request of:

    - Looked After Children (LAC) team;
    - Early Years Special Needs Team and/or Gem Centre;
    - Health Visitor;
    - Social Services.

5. Parent/Carers are notified of a place for their child initially by email/telephone or letter.

INDUCTION:

The Federation places great importance on an effective transition into Nursery and plans the induction process very carefully. Induction visits to Nursery take place over an extended period of time and a home visit is an integral part of the induction process at Ashmore Park Nursery. Home visits are not a part of the induction process at Phoenix Nursery due to pupil mobility and language barriers. Transition into Nursery is on a modified timetable as the emotional well-being of the child is of paramount importance.

Parents/Carers are invited to an induction session for adults only to complete the necessary paperwork for their child's admission to nursery. A series of visits are planned for the parents and children. Both schools' are normally closed to the returning children at the beginning of the autumn term to allow for induction processes to take place.

Attachment is very important and we treat each child individually. If parents and children are happy and settled, then parents may choose to leave their children during the induction visits. Space is always made available for parents to stay on site, enabling children to 'check in' with their parents/carers during the visits if they need to do so. This approach is also taken when children start Nursery. Parents and key workers will make the judgement about when is best to leave the child. If a child, finds starting Nursery difficult then flexible session times can be arranged. As previously stated, the emotional well-being of the child is of paramount importance.

ROLES AND RESPONSIBILITIES:

It shall be the responsibility of the Senior Administrator to:

- Keep written records of all requests for admission into the school;
- Contact parents/carers when a place is available;
- Ensure all documentation is completed so that the School has all the relevant information about the child;
- Organise, in conjunction with the Headteacher/Deputy Headteacher a suitable programme for induction including a timetable of home visits.

It shall be the responsibility of the Governing Board to:

- Monitor and agree all procedures and practices concerning admission into each Nursery.

It shall be the responsibility of all staff to:

- Assist in the arrangements for the induction of the children into Nursery.

WRAP AROUND CLUB CRITERIA - CHILD ALLOCATION FORM

1. **Children Or Young Person In Care (COYPIC)/Child Protection (CP)/Child In Need (CIN)**
2. **Child/ren already accessing Extended Entitlement/Wrap Around Provision**
3. **N1 child/ren returning to school as a N2 child/ren**
4. **N2 child/ren**
5. **Parent(s) who need full time provision due to working arrangements i.e. Parent(s) work hours each day between 8.45 a.m. and 3.30 p.m.**
6. **Children with barriers to communication i.e. Child/ren working with a Speech And Language Therapist (SALT)**

NAME	D.O.B	AM/ PM	DATE REG	EDUCATOR	CRITERIA						TOTAL
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1.											
2.											
3.											
4.											
5.											
6.											
7.											
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