

## **ADMISSION CRITERIA**

### **Purpose of the Nursery School**

The primary purpose of the nursery school is to provide one years' part time pre-reception class experience for children who will start infant education in September. January and April intakes will be dependent on numbers.

### **Child's Age on Date of Application**

A child must have reached the age of two years before parents are able to place their child's name on the waiting list.

### **Allocation of Places**

We will try to accommodate individual needs regarding morning/afternoon placements for children. However, when allocating places, consideration must be given to the balance of pupils reflecting children's gender, age and special needs. This may result in a placement being offered which does not match the option stated on the application questionnaire.

If an alternative place has been offered, parents may request that their child be considered for any vacancies that may arise in their preferred choice of session.

### **ALLOCATION OF PLACEMENT WILL NOT TAKE ACCOUNT OF THE DATE OF RECEIPT OF PARENTAL APPLICATION.**

Criteria for admission will be reviewed annually at the beginning of the Summer Term.

Letters offering the child a place at the nursery will be sent out the week before the Easter Holidays.

Criteria will be applied in priority order as published.

### **How Will Children be Admitted?**

Parents and children will be invited to an meeting to find out a little about how the nursery works, and to be introduced to staff. Parents and children also invite to attend one of our morning or afternoon sessions in the nursery during July.

To ensure that the child feels welcome when he/she comes to the nursery for the first time the introduction of children to the nursery will begin with Home Visits at the beginning of September. These Home Visits are at the discretion of the parent, and will involve staff visiting the child in the comfort of his/her own home and find out what they like to do, or any special needs that he/she may have.

Children will be admitted into the nursery on a 'phased' basis. This involves ALL parents staying with their child on their first day of Nursery. The session gradually builds up by half an hour each day until the child is settled. If the child has difficulty settling and staff feel that it would be best for the parent to stay, then the session would be kept to a more manageable length of time for the child.

To enable transition between home and nursery as smooth as possible, we will prepare well for all the children coming into the nursery.

### **Criteria for Admittance**

- Retainers – children who are already in the Nursery
- Liberty children continuing with childcare and the two year old pilot
- Sunshine children and those with SEN
- Sibling Links
- Date of Birth

In cases of equal merit, priority will be given firstly to children in public care, followed by children who have a sibling attending the nursery at the time of admission, and then those who live nearest the nursery as measured by a straight line.

### **When will the child be offered a place?**

Letters will be sent out to the address for correspondence that parents have given on the application form, in the week before the Easter Holidays. They will then have four weeks to accept the place. If they do not reply within this time period, another letter will be sent, explaining that the place has been withdrawn.