



## ADMISSIONS POLICY

### RATIONALE

To establish criteria for the admission of pupils to our school.

### GUIDELINES

1. Children are eligible for 15 hours free nursery provision per week in the term after their 3<sup>rd</sup> birthday. Some children may be eligible for more hours if they fulfil the Local Authority criteria and funding is available.
2. Admission forms should be completed and these will be placed on the waiting list and children will be admitted in date of birth order from the waiting list. Exceptions, i.e. Recommendation from other agencies to be decided by Head Teacher.
3. Children in our immediate catchment area will be given priority, followed by those with sibling link.
4. Main admission will be completed as soon as possible, depending on needs of children, up to full complement of 104.
5. Phased admissions will apply to all children. Staff will be responsible in discussion with parents for extending time span, as the child becomes more able to cope.
6. Any vacancies after September to be discussed with Head Teacher.
7. Urgent cases are discussed with the Head Teacher.
8. The staggered entry of children is to be organised by class teams.
9. It is the staff's responsibility to ensure non-arrivals are followed up.
10. Children can only be admitted to a ratio of 13/1 adult. i.e. 26 children in each class.
11. Looked after Children (LAC) or children with Special Education Needs and/or Disabilities (SEND) who apply, will be offered a place.



12. If special reasons for admissions to the nursery are to be considered, detailed written information about the child's circumstances will be required.
13. If we have to refuse a place because there are more applications than places available, we will keep a waiting list of the names of applicants.

### All2gether@Ashfield

- Children can be admitted to the two year unit in the term after their 2<sup>nd</sup> birthday.
- Children in our two year unit will be guaranteed a place in our main nursery.
- All2gether@Ashfield keep a waiting list, children are admitted in date of birth order.
- Looked after Children (LAC) or children with Special Education Needs and/or Disabilities (SEND) who apply, will be offered a place.
- A 'settling-in' period is in place to ensure children build up to staying for the full session.

THIS IS IN LINE WITH CITY AND NATIONAL POLICY.

Review October 2021