Built on botheredness . . .

the enquire learning trust

Nursery Admissions Policy
(2 - 4 year old)

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Version History

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Date	Author	Version	Comment
March 2022	LT	1	Policy Created
December 2023	LT	2	Policy updated to accommodate Government funding changes for 2024.
November 2024	LT	3	Reviewed as Trust Policy Nursery Session Options and Application Date sections removed – each academy to provide their own arrangements to parents.
July 26	LT	4	Reviewed to ensure clearer language throughout the document and removal of government table as appendix

1. Aims

This policy applies to nursery admissions only. Admission to statutory school-age provision, including Reception, is managed separately in accordance with the School Admissions Code, the academy's published admission arrangements and the relevant Local Authority co-ordinated admissions process.
Each academy will publish or provide its own nursery offer information, including available sessions, application arrangements, charging information where applicable and local contact details. This policy should be read alongside that academy-specific information.
Our aims are:

1.1 To ensure access and entitlement to the benefits of high-quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
1.3 To help promote consistency of practice and procedure between Nursery classes in The Enquire Learning Trust.
1.4 To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

2. Criteria for Admission to the Nursery

The academy will offer children a place in Nursery from the term after their second or third birthday, subject to availability, staffing ratios, the published offer at the individual academy and the child's eligibility for any relevant funded entitlement.

Child born between	**Universal government funding starts**
1 September – 31 December	Term beginning on or after 1 January
1 January – 31 March	Term beginning on or after 1 April
1 April – 31 August	Term beginning on or after 1 September

Places will be offered according to the criteria in the following order of priority:
Parents and carers are responsible for providing accurate information to support any funded place, including eligibility codes where applicable. The academy will check eligibility in line with Government and Local Authority requirements before confirming a funded place or any extended funded entitlement.
Applications will be considered fairly and without discrimination. The academy will make reasonable adjustments where required and will consider how best to meet the needs of children with special educational needs and disabilities, in line with the Equality Act 2010 and the SEND Code of Practice.

2.1 Where there are more applications than available places, places will be allocated in line with this policy, taking account of available sessions, staffing ratios and the academy's published nursery offer. If all relevant factors are equal, applications may be prioritised by date of application.
2.2 The Nursery will take children from the term after their second/third birthday.
2.3 A child will remain in Nursery until the end of the academic year in which they are 4 years old.
2.4 A child's intake into Nursery may be staggered over two or more weeks.

2.5 Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their second/third birthday or older.

3. Decisions on places

3.1 Decisions will be made by the Principal at the Academy; decisions to offer a place will be based on the criteria and procedures laid out in this Admissions Policy.
3.2 Decisions will be final and there is no right of appeal.
3.3 The offer of a Nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.
3.4 Parents and carers who accept a place will be expected to take up the place for the remainder of the academic year, unless there are exceptional circumstances agreed with the academy.

4. Home Visits

Home visits may be offered before a child takes up their place. Where a home visit is offered, the academy will explain the purpose of the visit and agree arrangements with parents and carers in advance.

5. Waiting Lists

If the Nursery is oversubscribed, a waiting list will be maintained until the end of the relevant academic year. Places that become available will be offered in line with the admissions criteria in this policy, rather than by the length of time a child has been on the waiting list.

6. Leavers during the year

If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school a minimum of 8 weeks' notice. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery, then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

7. Attendance & loss of Nursery place

Before a nursery place is withdrawn because of absence or lack of contact, the academy will consider whether there are any safeguarding, welfare or additional needs concerns and will follow relevant internal safeguarding procedures where appropriate.

7.1 If attendance and / or punctuality is poor or erratic, the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's Learning Journey.
7.2 If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Principal.

7.3 If, following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, the child may lose their place. Parents and carers will be notified of the decision in writing.

7.4 If a child is absent for a period of three weeks without contact from parents or carers, and the academy has been unable to make contact during that time, the child may lose their place and the place may be offered to another child. This decision will be made by the Principal, and parents and carers will be notified in writing.

8. Transfer from Nursery into School

8.1 All parents and carers must be aware that a place in the Nursery does not guarantee a place in the academy's Reception class. Parents and carers must apply through the relevant Local Authority admissions process. Where the academy's published admission arrangements include a priority for children attending the nursery and in receipt of Early Years Pupil Premium, this will be applied only in accordance with those published arrangements.

8.2 The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.

APPENDIX 1 – Government childcare funding summary

Parents and carers should refer to the Government's Childcare Choices information and Local Authority guidance for the most up-to-date details about funded childcare entitlements. Entitlements, eligibility criteria and application processes may change, and funded hours can only be confirmed once eligibility has been checked.