



## **Tany's Dell Primary School and Nursery**

### **NURSERY ADMISSIONS POLICY**

#### **Principles Governing Admissions**

1. Children will be admitted termly.
2. Morning and afternoon sessions last 3 hours per session.
3. There will be a mixture of 3 and 4 year olds in each session.
4. Entry into Nursery does not guarantee entry into the main body of the school.

#### **Arrangement of Nursery Provision**

- 1 22 part-time places are available, of which 11 are morning places and 11 are afternoon places. Children will attend for either 5 morning or 5 afternoon sessions per week.  
There are 12 full-time places available. In the event that the full-time places are not filled, the morning/afternoon part-time places will be amended to accommodate a maximum of 23 children. The sessions run 8.30-11.30 and 12.30-3.30 with paid lunch club in between. These places are available for those families who are entitled to 30-hour government funding. Parents need to pay the lunch club before the lunch club is taken. Lunch club cover is to be paid by parents, and a healthy packed lunch is provided by parents.
- 2 For each morning and afternoon session, an additional 3 quota places will be reserved for children with hearing impairment.

#### **The Admissions Panel**

The admissions panel will consist of:

- Mr Dean Beaumont – Headteacher
- A member of the Governing Body (Not the Chair)
- Ms Claire Martin – School Manager

#### **The Criteria For Admission**

- 1 Children are eligible to be admitted to nursery at the beginning of the term following their third birthday.
- 2 Essex County Council will fill the quota places for hearing impaired pupils.
- 3 The remaining places will be allocated according to the following criteria, which have been agreed by the Governors to reflect Local Authority policy.  
  
Siblings: The child has an older sibling already attending the school.  
Distance: Priority will be given to those children living closest to the school as the crow flies, normally within 2 miles.  
Age: It is our aim to give a minimum of 2 terms in the nursery to each child.
- 4 Other factors may be taken into consideration by the admissions panel to ensure a balanced intake, bearing in mind the needs of all the children.

- 5 If parents are not satisfied with the procedures followed with regard to their application, they may write to the Chair of Governors, who is able to review the process followed by the Admissions Panel. If an appeal is upheld, that child will receive priority consideration for the first vacancy, which occurs in the nursery unit.
- 6 In the case of twins or siblings, we prefer to place them in different Nursery classes. This is to provide the children with the best opportunity to develop their own individuality, whilst also offering parents / carers the opportunity to secure some 1 to 1 time with each child.
- 7 It is expected that children will be in actively toilet training before admission to Nursery, unless the child has special educational needs.

### Waiting Lists

When the nursery is full, a waiting list will be established. When places become available, children will be considered from the waiting list. Parents / carers may apply at any time for a nursery place. New applications will be added to the waiting list in accordance with the admission criteria.

### Attendance

On entry into the nursery, flexibility in hours can be considered. If staff consider it is developmentally appropriate for the child to attend fewer than five sessions due to physical, social or emotional needs the parent will be informed.

A place can be withdrawn if no reasonable explanation is given for very poor or non-attendance over a three-week period. Parents will be notified in writing before a place is withdrawn. A child on the relevant waiting list would fill the vacancy.

### The Procedure For Admission

- 1 Parents/carers need to register an interest for a nursery place. Application forms are available from Reception. Proof of identity such as a Birth Certificate will also be required.
- 2 At the start of the term prior to that in which the child would be eligible for a place, the parents will be offered a place by telephone. Parents should not remove their children from their current provision before receiving written confirmation of a nursery place.
- 3 The school will request that acceptance of the offer of a place be confirmed as soon as possible, but definitely within two weeks of receipt. Thereafter, children on the waiting list will fill any available places.
- 4 Parents will be invited to an open afternoon to Nursery, and will be asked to state their preference of which session the families would prefer. **The final decision is at the discretion of the school.**
- 5 Parents and children will be invited into school for an initial visit.
- 6 Children with Special Education Needs will be met by the school's Special Education Needs Coordinator to ensure that the Nursery can meet your child's needs.

This policy will be reviewed by the Governing Body in line with the Tany's Dell Policy Review Schedule.