



# Admissions Policy (Nursery)

September 2019

## Purpose

To clarify admission procedures.

## Criteria

The school's current admission arrangements adhere to the criteria set by the East Riding of Yorkshire Local Authority. The present admission limit is set at 26 children. Children are admitted to the Nursery Foundation 1 at the start of the school term following their third birthday. The school year runs from 1st September to 31st August. Children receive 15 hours free funding the term after their third birthday and this can be used in the Nursery.

A morning or afternoon session is the equivalent of 3 hours. Parents can top up the 15 hours to cover further sessions.

Lunchtime sessions are an additional half an hour and paid for as part of the flexible provision. A packed lunch must be provided by the parent / carer as there is no option for a hot meal.

If a child is offered a place at the Nursery, but his/her parents decide to defer entry, the child's name will be placed on the waiting list. Once admitted to the Nursery, children may stay until they transfer to Primary School.

## Equal Opportunities

Elloughton Primary School ensures equal opportunities to all pupils. Pupils with special educational needs and/or physical disabilities have the same admission arrangements as all other pupils. Our school has many adaptations to allow wheelchair access. If further equipment or changes were required then the school would aim to fulfil the need.

## How to Apply for a Place

Parents can apply for places at the school by completing the application form on our school website. A copy of their birth certificate must be shown as evidence of age. If a child is offered a place at the Nursery, but his/her parents decide to defer entry, the child's name will be placed on the waiting list. Once admitted to the Nursery, children may stay until they transfer to primary school.



**Places will be allocated 2 weeks preceding the half term holiday prior to starting in the nursery. Places will be allocated in strict chronological order according to date of birth in the first instance.** The option choice (see *flexible provision document*) requested will be allocated on a first come first served basis. Each child will be offered their entitlement of 15 hours in the first place, after this any vacant sessions may be purchased in accordance with the additional flexible provision tariff.

If on the date of allocation, there are multiple applicants with the same date of birth and more applicants than there are places, then places will be offered in accordance with the following criteria:-

We will then consider the following needs:

1. Looked after children in the care of the Authority or children with identified Special Educational Needs supported by the Authority.
2. Referrals from a Children's Centre or health/education specialist.
3. Siblings attending the nursery
4. Working hours of parent
5. Date of birth - oldest children allocated first
6. Full day provision

## Visiting the School

Elloughton School always welcomes parents. We believe in building a strong partnership between home and school.

Prospective parents are able to visit the school, please contact the school to arrange an appointment. The Headteacher will be pleased to show you around the school.

## Transition

Times are arranged for home visits when the Nursery staff will visit you and your child at home. This gives you the opportunity to discuss any concerns and for your child to meet his/her teacher on a one-to-one basis in the security of their home. All children will be invited to a stay and play taster session with their parent for 1 hour prior to starting the Nursery.

## Home School Links

Parents are encouraged to contact their son/daughter's teacher or the Headteacher should there be any cause for concern so that difficulties may be overcome as quickly and smoothly as possible for all concerned.

We hope that parents will take part in school life and be in regular contact with us. All visitors are asked to report to the school office. The receptionist will register the visitor's details and an authorised badge will be issued if entry to



the school is necessary.

### Adoption, Approval, Sign Off

Signed	
On behalf of	<b>Full Governing Body</b>
Date	<b>Autumn 2019</b>

### Document Control

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