

Coppermill Primary School



Nursery Admissions Policy

Ratified by the C&A Committee on: 21 January 2015

To be reviewed: Every two years

Next review: Summer 2017

Nursery Session Options

Session 1: AM 8.45am – 11.45am
Session 2: PM 12.30pm – 3.30pm

Procedure

The school maintains a 'waiting list' for nursery admissions. Parents can place their child's name on the list at any time. Places are not allocated on a 'first come, first served' basis. The school will write to parents of children to be offered places for the September intake confirming the offer of a nursery place.

Parents are given five days to accept the offer. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

Criteria for Admission to the Nursery

The nursery class at Coppermill Primary School has 40 places based on two sessions per day: 20 children in the morning and 20 children in the afternoon.

The Government funds children for 15 hours a week. The Governors of the school will offer children a place in the nursery once they are three years of age, according to the criteria in the following order of priority.

Priority 1	Looked-after children or children 'at risk'
Priority 2	Medical or social reasons
Priority 3	Siblings
Priority 4	Distance

Nursery Intake

The nursery class has a major intake in September of children who are three years old and above. The September intake will be staggered over the first two to three weeks of term. Any spare places will be allocated during the year, as they become available, providing that children are three years of age.

Allocation of preferred sessions

Parents will be asked to give a preference with regards to the session options when they apply for a place. Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed.

The offer of a nursery place **DOES NOT** in any way mean automatic entitlement to the main school. Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Where there are additional needs, staggered entry and/or limited hours may be applied.

Nursery Open Days

All children will be invited to visit the nursery for a play visit before they actually start.

Home Visits

All children who have accepted places will be visited at home by members of the nursery staff, at a pre-arranged time prior to the children starting.

Leave of Absence

In EXCEPTIONAL cases, leave may be granted for such reasons as religious observance, medical appointments and external examinations.

Parents are advised to make dental and other medical appointments wherever possible after school or in the school holidays.

Taking a child on leave of absence during term time is not advisable as it causes considerable disruption to their education. Leave of absence is not an automatic right of parents but is authorised at the discretion of the Governors and Headteacher. If the school does not authorise the request and leave of absence is taken, the leave of absence will be recorded as unauthorised. The school will not authorise a request after a leave of absence has been booked.

If a child is absent for 20 days or more, they will be taken off roll and the place offered to the next child on the waiting list.

If parents later wish their child to return to the nursery then they will have to re-apply for a place on the waiting list and the application will be considered according to the criteria, 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.