



NURSERY ADMISSIONS POLICY

Issue No 1

Date 15.01.15

Aims

At Scott Lower School we aim to ensure that children, irrespective of gender, race or disability have access to the benefits of high quality child centred nursery education.

Nursery Intake

As Nursery schools do not currently have a defined catchment area all parents are eligible to register their child's name after their second birthday at the school office.

Our school is fully inclusive. We are pleased to offer any disabled pupil with individual needs a place at Scott Lower School Nursery provided that those needs can be successfully met and if the supporting agencies agree that it is an appropriate placement.

Criteria for Admission

Children will be eligible for a place in our Nursery providing that the child will be 4 during the academic year in which they enter the Nursery.

Places are allocated on a first come first served basis. The school will maintain a waiting list and parents will be informed when a place becomes available.

Exceptional Circumstances

Emergency admissions will be considered if places are available and where requests are made from Social Workers, Health Visitors or other professionals involved with the family. Places will be allocated at the discretion of the Head teacher.

Nursery Funding

Children are currently entitled to 15 hours free nursery education. Additional hours may be purchased subject to availability. The current rate per session is available on request from the school office.

Consideration of requests for full time places will be based on the needs of the child and will be discussed with the Nursery Manager.

PROCEDURE FOR ADMISSION TO NURSERY

1. All parents will be offered a short visit to the Nursery and a home visit will be arranged. They will also be invited to attend a short open morning session to meet the staff.
2. Parents will submit an admission form with a copy of the child's Birth certificate.

LEAVERS DURING THE SCHOOL YEAR.

If a child is withdrawn by their parents during the school year, parents must give the school a minimum of 4 weeks' notice.

The place of a child who has been withdrawn cannot be held open and will automatically be made available to a child on the waiting list.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 along with all other applications, unless there are special circumstances.

ATTENDANCE & LOSS OF NURSERY PLACE.

If attendance or punctuality is poor or erratic the Nursery staff will talk to the parents and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual.

If after a period of two weeks attendance or punctuality remains poor a letter will be sent to the parents inviting them to meet with the staff and or the Head teacher.

If following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified the loss of place in writing.

If a child is absent for a period of four weeks without any contact from the parents and the school has been unable to make contact within this time, the child will lose their place and it will be offered to someone else. This will be decided by the Head teacher and a letter explaining the situation will be sent to the parents.

TRANSFER FROM NURSERY TO SCHOOL.

All parents must be aware that a place at our Nursery does not guarantee a place at Scott Lower School.

The parents must comply with the admissions procedure set by the Bedford Borough Council, within the admissions period and must meet the deadlines for applications for places.

Equal Opportunities

This policy needs to be read in conjunction with our Equal Opportunities Policy.

Disability Discrimination.

Scott lower School is committed to having due regard to the following

The Equality Act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even when that involves treating disabled persons more favourably than other persons.