



Nursery Admission Arrangements 2018

Allocation of Places

Applications can be made for children who are aged 3 by the end of August. We have one point of entry per year (September).

All places are offered on the basis of 2.5 days (either Mon-Wed am or Wed pm – Fri). Parents who are entitled to 30 hours will be offered a full-time place if they have sufficient points to be offered a place.

Allocation of places will be on a points-based system. Applications are awarded points for each of the following criteria met:

- Looked after children
- Eligibility for Pupil Premium
- Siblings at the school
- Children in Need (facing disadvantage such as disability, illness, social or family problems)
- Location - children living closest to the school as measured in a direct line from the home address to school

Tie-breaks

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by an independent person.

Special Educational Needs

Children with a Statement of SEN/Education Health and Care Plan follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

Admission to the Nursery class does not guarantee an automatic right to continued education at Headley Park and whether or not the child has attended the HP nursery is not taken into consideration in the allocation of places in Year R.

Admission of Children Who Are Not Toilet Trained

No child who has been allocated a place according to the admissions policy will be refused admission on the grounds that he/she is not toilet trained. Being toilet trained is not used as part of the criteria for allocating a place.

However, if any child who has been allocated a place is not toilet trained, we will negotiate a delayed start date in agreement with the parent and working in partnership with the parent/carer and child's Health Visitor to implement a plan to ensure the child's toilet training is achieved as soon as possible.

During home visits and parents/carers make introductory visits to the nursery, any difficulties are discussed with the parent/carer in an attempt to resolve these difficulties prior to the planned date of the child's admission to the nursery.

Notifying Parents of Nursery Places

Offers of places are sent to parents during the first week of May or as soon as possible thereafter, on the same day agreed with other local providers if this can be agreed.

Regular attendance is required to maintain a place in the nursery class or school. If there is an issue with attendance, we liaise closely with health visitors or social workers as appropriate to address any concerns.

Meals (Nursery)

School meals can be ordered (via Parent Pay) for children attending the nursery for a whole day. These are paid for by the parent unless the child is entitled to free school meals (Early Years Pupil Premium).

Complaints Procedure for Parents (Nursery)

The procedure for parents to complain about the decision not to allocate a nursery place is as follows:

1. Parents write to the Head Teacher who will explain the decision in writing and explain the points allocated.
2. If they are not satisfied with this explanation, parents contact the Chair of the Governing Body. The Chair of the Governing Body responds in writing.

Note: It should be noted that there is no appeal process for unsuccessful applications. The basis on which the complaint will be considered is whether the school has allocated the places in accordance with the school's written policy.