



## Nursery Admissions Policy 2017-18

### **Responsibility for admissions to the nursery class**

Responsibility for making decisions regarding nursery admissions lies with the Principal and Governors of the academy. The Principal is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

### **Age Range**

The Nursery class is able to provide free part-time nursery provision for children immediately following their third birthday if there is an available place.

Parents should apply for a part-time nursery place by completing an application form. This is available from the academy office and is also attached to this policy.

### **Applying for a part-time place in the nursery class**

The Principal will keep a list of the children's names, dates of birth and the names and addresses of the parents who have requested a nursery place. This will be called the 'nursery admissions list'. The length of time a child's name has been on the list will not be taken into consideration when allocating a place.

### **Attendance in the reception class**

All children will be considered equally for a funded place in nursery, regardless of whether they may eventually apply for a full-time place at our academy.

Conversely, it needs to be clearly understood that a child attending our academy for the nursery entitlement is not given priority into our reception class. Parents need to apply separately for a full-time reception place. This responsibility for admission into reception rests with the local authority (see the Academy Policy for Admissions).

### **Criteria for admission into the nursery class if oversubscribed**

If there are more applications than places available the Principal will use the Kirklees admissions criteria to allocate places.

The Kirklees admission criteria for community and voluntary controlled schools are:

Priority 1: children in public care (looked after children) and children previously looked after.

Priority 2: children who live in the school's Priority Admission Area (PAA) who have a brother or sister attending the school from the same address at the date of admission (the sibling rule).

Priority 3: children who live in the school's PAA.

Priority 4: children who live outside the school's PAA who have a brother or sister attending the school from the same address at the date of admission (the sibling rule).

Priority 5: children who live outside the school's PAA.

Schools will admit children with statements of special educational or education health and care plans where the statement/plan names the school.

**Right of appeal**

As nursery provision is non-statutory the academy's decision will be final and there is no formal right of appeal. However, the Principal will be happy to discuss any concerns parents may have about the allocation of places.