

# The Federation of Grove House and Kings Park Infant Schools



## Admissions Policy - Nursery

### Introduction

The Federation of Grove House and Kings Park Infant Schools governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### Aims

- *We seek to be an inclusive school, welcoming children from all backgrounds and abilities.*
- *All applications will be treated on merit, and in a sensitive manner.*
- *The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.*
- *A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.*

### How parents can apply for their child to be admitted to our Nursery

The Federation of Grove House and Kings Park Infant Schools serves the area of Dereham. Parents are contacted at the beginning of the term before they are due to enter the school. The Admission Policy is issued to all families as part of the registration process. It is also available on the school website.

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Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available):

- Monday – 7.45am – 3.00pm
- Tuesday – 7.45am – 3.00pm
- Wednesday – 7.45am – 3.00pm
- Thursday – 7.45am – 3.00pm
- Friday – 7.45am – 3.00pm

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcome.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents working hours.

Children can be admitted any time ***after their third birthday***, however this is dependent on the number of places we have available. Children who are four years and over will take priority over younger children.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

Our nursery offers part-time places and on occasion full-time places. The allocation of full-time places is made according to the number of places we have available. If we have spare

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capacity we will offer children the opportunity to attend nursery on a full time basis, again giving priority to the older children.

When the number of applications exceeds the number of places available the following criteria apply, in order of priority:-

- 1. Children who are four years old and over*
- 2. Children who have a brother or sister attending the main school or nursery*
- 3. A request by social services*
- 4. Proximity of the child's home to the school.*
- 5. Children who have special needs (such as a disability) and a specific request has been made by parties who feel that out school would best suit their needs.*

## **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by contacting the school governors. Details of how to contact them can be found at the school office.

## **Monitoring and review**

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

## **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

***Any questions or concerns regarding this policy should be made to the Headteacher.***