

## Highfield Nursery School Admissions Policy

---

Highfield Nursery School uses the County guidelines where appropriate for admission of pupils.

### Registration

- A waiting list is kept by the administrator and any parent/carer may register a child's name.
- Names can be registered from birth.
- Registration forms are dated as they are submitted.
- Highfield Nursery School has no catchment area. Places are allocated in order of application except in the case of a specific priority admission.
- Parents/carers may state a preference for the morning or afternoon session. When parental preferences cannot be met, consultation with parents/carers about alternatives will be discussed.
- Parents/carers that request to discuss nursery routine and view the nursery before completing the registration form are welcomed at a mutually convenient time.

### Admissions

- Children are normally admitted in the September after their third birthday and stay in the nursery for one academic year. All places are either five morning sessions or five afternoon sessions of 3 hours each to give the total 15 hours free entitlement.
- Children may be admitted during the term after their third birthday if spaces are available (January or April).
- Children who already attend the 2 year provision will automatically be allocated a place in the 3 year provision on the date that they become eligible for their funding, in priority to those on the waiting list.
- In response to supporting families we will endeavour to offer flexible or additional paid sessions as long as overall child numbers remain within staff: child ratio for each session. Ratio numbers are constantly monitored and updated automatically from class lists. A flexible place can be shared sessions between Highfield and another provider or blocking session hours together (15) over 3 days. No session time can be shorter than 3 hours.
- Parents/carers need to be aware that they will need to pay for extended hours e.g. lunch club, as this is NOT part of the free entitlement.
- Parents/Carers are expected to give four weeks notice for cancellation of their child's Nursery place. Funding will not be transferred to another setting before this time.
- In some cases it may be appropriate for a child to remain in the nursery for a further period. Such cases are discussed and agreed between the parents/carers, Headteacher and Area Education Officer. LA permission is required for this.
- **Priority admissions:** health visitors, doctors and social workers may request that a child has a priority place. These children would normally be admitted ahead of others on the waiting list. Priority places can be given for a variety of special needs but the maximum number of priority places should not exceed 20%.

## **Induction**

- Parents/carers are offered a place for their child during May before the September intake. Other places are offered as they become available.
- Parents/carers are invited to an evening meeting (usually June) to meet their child's keyworker, see the nursery and receive an information pack.
- Parents/carers and children are invited to spend a play session in nursery on the designated Wellingborough area transfer day (usually July).
- An appointment is offered for the keyworker to visit the family at home. We consider this to be very important when the child is in familiar surroundings and queries and anxieties can be discussed in privacy.
- Admission is staggered at the beginning of each term. The parent/carer is asked to stay with the child for all of the visit sessions. Staff use their discretion when requesting that parents/carers leave for short periods of time, gradually building up to the child staying for the whole session on his own.

Each child is an individual and if necessary an individual programme for settling will be discussed.

## **Transfer from one Nursery to another**

If a child has been receiving nursery education and changes address, sympathetic consideration will be given when a vacancy occurs.

Transfer of Nursery funding midway through a term is subject to the above mentioned notice period and at the discretion of the Headteacher.

## **Prolonged absence**

Places are expected to be utilised fully and if a child is absent the school should be notified. Keyworkers will contact parent/carers on the same day if a child is absent without notifying the school. In the case of frequent or prolonged absence the Headteacher or Assistant Head will contact the family to discuss the matter in the first instance.

Whilst Highfield Nursery School acknowledges that primary and secondary schools may not authorise absence for family holidays during term time, it appreciates that in some circumstances there is a need for an extended period of absence from nursery. In this instance parent/carers will be asked to complete an absence form to present to the Head teacher.