Tenterfield Nursery and Children's Centre

Admissions Policy

Last reviewed: December 2018

Reviewed by: School Improvement Committee/ Full Governing Body

Next review due: December 2021

Headteacher:

Chair of Governors:

Tenterfield Nursery and Children's Centre aims to provide a fair and transparent admissions system.

Criteria for Admissions
At Tenterfield we work to a sessional allocation of 10 - 12 children in each Nursery aged key person group. In our two year old key person group we work to a sessional allocation of 8.
Children can start at Tenterfield Nursery School the term after their third birthday. Those joining the two year old provision can start at Tenterfield Nursery School the term after their second birthday.

As a maintained nursery school we follow the Hertfordshire County Council admission arrangements guidance.

Priority:
1. Children with an Education Health and Care Plan naming the school.
2. Children who come under Rule 1 of Hertfordshire's Admissions Rules 'Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).'
3. Children 'at risk' or with a Child Protection Plan.
4. Children of staff on permanent contracts at the School or Children's Centre.
5. Other applicants:
a. Children with a particular medical or social need to go to the school (including EYPP, eligible for 2 year old funding or as verified by a Health Visitor or other relevant professional).
b. Children taking up their full allocation of funded hours that they are eligible for, 15 or 30 hours plus additional wrap-around care.
c. Children taking up their full allocation of funded hours that they are eligible for, 15 or 30 hours.
d. Children living closest distance to the Nursery (measurements provided by HCC).
e. Siblings (at the time of entry).
f. Any other children

Implementation of Policy
Allocation of places
· 	Allocation of places will be made using the above priority criteria.
· 	If the Nursery is oversubscribed, all children in the highest priority category will then be considered against the next category below e.g. All children taking up their full allocation of funded hours, 15 or 30, will then be considered against closest distance to the Nursery.

Admissions
· 	Parents may contact the nursery for more information by telephoning 01438 714564 e-mail admin@tenterfield.herts.sch.uk or in person/by letter Tenterfield Nursery School, London Road, Welwyn, Hertfordshire, AL6 9JF
· 	After contacting the nursery parents and carers will be given all of the information necessary to make an informed decision about the nursery, and be offered an opportunity to look around on a normal working day.
· 	Parents and carers will be advised to apply directly to the school and will be informed whether there is a place available for their child as part of a rolling program of admissions.

- In the event of a place being available the parent or carer and child will be notified in writing and invited to sign full admissions forms to confirm the place.
- Once the admission is agreed in writing, the parent or carer will be contacted to arrange a date for stay and play sessions at the nursery school, those starting at the beginning of the academic year will also be invited to attend an information session for parents.
- A home visit will be arranged to gather information from parent/carer and to answer any queries about nursery school procedures.

Waiting List
- To ensure that admissions to the school are fair and transparent the following
- procedures will be followed:
- When a parent or carer makes an application to the school and there is not a place available, the school's waiting list procedure will be explained fully.
- The waiting list is managed in accordance to the criteria for admissions set out above. The school will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within seven days the next person on the waiting list will be contacted and offered the available place.
- If the parent or carer still wishes to take up the place for their child they will be asked to complete the Admissions Form and Emergency Contact and Medical Forms and agree a start date for their child.
- Children for whom September admissions are applicable are those whose birthday falls before August 31st.
- If places are available in January children will be admitted based on applications received before October half term and using the same criteria as September admissions.

Wraparound Admissions
- Children aged 3-4 are able to use Wraparound facility if they are attending Tenterfield Nursery School.
- Children who are recommended to attend full time by social services, the health visitor or other official body will be admitted to wraparound if there is a space available and it is deemed by the Headteacher to be the appropriate place for the child.
- For children whose parents apply for wraparound in the holiday period, priority will be given to children attending Tenterfield Nursery School and thereafter on a first come first served basis.

Roles and Responsibilities of Headteacher, Other Staff, Governors
The Headteacher will ensure that:
- Children are admitted in accordance with this policy
- Where places are available, children are admitted in accordance with the agreed priorities.

All staff are expected to follow this policy when advising prospective parents and admitting children.

The governing body will ensure that:
- The admission arrangements are reviewed every 3 years unless changes occur during this time
- The admission arrangements are made available to parents and potential parents
- An admission's register is kept up to date