

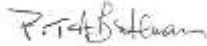


ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS  
FEDERATION

ADMISSIONS  
POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	25.09.2023
Governing Board Approved/Adopted	28.09.2023
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	30.09.2024

## **GENERAL STATEMENT:**

It is the belief of the Ashmore Park and Phoenix Nursery Schools Federation that all children should be entitled to a broad and balanced curriculum within the setting of their schools. Children will normally be admitted in the autumn term in line with single admission arrangements. Children can, however, be admitted into Nursery at other points in the academic year, e.g. January and after the Easter holiday period, when places are available.

## **UNIVERSAL ENTITLEMENT:**

Children are entitled to receive fifteen hours' free nursery education from the term following their third birthday. Places are allocated in date of birth order.

## **RISING 3'S:**

At Ashmore Park and Phoenix Nursery Schools Federation, places are offered to the most vulnerable i.e. those who meet the 'Rising 3' criteria and who attract additional funding.

Children are considered for a nursery place if their third birthday falls within the first half of the term i.e. Autumn term 1, Spring term 1 or Summer term 1. Any child with a birthday after this date would not be considered for a place and would join the school the term after their third birthday.

## **EXTENDED ENTITLEMENT:**

Both schools' offer the 'Extended Entitlement Provision', which equates to 15 hours 'Universal Entitlement' and 15 hours 'Extended Entitlement'. Children are therefore, able to attend from the beginning of the morning session until the end of the afternoon session. There is a charge for childcare during the lunch period. A maximum of 13 places are available for this provision. Should the provision be oversubscribed there is a criterion, which would be applied in order to allocate places, see Appendix 1.

If places are available, parents who would qualify for the entitlement may be able to access this provision earlier and pay the relevant charge until they are able to access the funding via their eligibility code.

## **ADMISSION PROCEDURES:**

1. Parent/Carers can contact the Nursery to have their child's name placed on the waiting list, alternatively, an electronic Application Form can be located on the home page of each School's website. They are asked, which session they would prefer for their child and as far as is possible, they are offered the session of their choice. The date that they register their application is also noted;
2. The oldest child registered on the waiting list is offered the next available place;
3. If there is only one space available and there are two children on file with the same date of birth, the child whose name was put on the waiting list first will be offered the place. When there is a higher demand for places for a particular session than available, then again the places are offered to parents who registered their child, in date order;
4. In certain circumstances, places may be allocated not in date of birth order. This may be at the request of the:
  - Children or Young Person in Care team;

- Early Years Special Needs team and/or Gem Centre;
  - Health Visitor;
  - Social Services team.
5. Parent/Carers are notified of a place for their child initially by email, if contact cannot be made the parent/carer will be contacted by telephone and/or letter.

**INDUCTION/PARENT PARTNERSHIP:**

The Federation places great importance on an effective transition into Nursery and plans the induction process very carefully. The transition into Nursery is on a modified timetable, as the emotional well-being of the child is of paramount importance. A series of visits are planned for the parents and children. Both schools' may adjust the return date for existing children and families in order to facilitate the induction of new families.

Parents/Carers are invited into school and are requested to stay with their child for their child's initial induction visits, this helps to support the evolving relationship between home and school, and provides families with an opportunity to view the learning environment and ask any questions. A one to one conversation is also arranged between the child's Educator and the Parent/Carer during this period in order to support the emotional wellbeing of families and ensure that the process is positive for all concerned.

Attachment is very important and we treat each child individually. If Parents/Carers (referred to as the adult from this point) and children are happy and settled, then the adult may choose to leave their children during the induction visits. Space is always made available for the adult to stay on site, enabling children to 'check in' with their adult during the visit(s) if they need to do so. This approach is also taken when children start their full three hour sessions in Nursery. The adult and the child's Educator will make the judgement about when is best to leave the child. If a child, finds starting Nursery difficult then flexible session times can be arranged. As previously stated, the emotional well-being of the child is of paramount importance.

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of the Senior Administrator to:

- Keep written records of all requests for admission into the school;
- Contact Parents/Carers when a place is available;
- Ensure all documentation is completed so that the School has all the relevant information about the child;
- Organise, in conjunction with the Headteacher/Deputy Headteacher a suitable programme for induction including a timetable for '1-to1 Parent Partnership' meetings.

It shall be the responsibility of the Governing Board to:

- Monitor and agree all procedures and practices concerning admission into each Nursery.

It shall be the responsibility of all staff to:

- Assist in the arrangements for the induction of the children into Nursery.



**LUNCH TIME PROVISION CRITERIA - CHILD ALLOCATION FORM**



1. Children Or Young Person In Care (COYPIC)/Child Protection (CP)/Child In Need (CIN)
2. Child/ren already accessing Extended Entitlement/Wrap Around Provision
3. N1 child/ren returning to school as a N2 child/ren
4. N2 child/ren
5. Parent(s) who need full time provision due to working arrangements i.e. Parent(s) work hours each day between 8.45 a.m. and 3.30 p.m.
6. Children with barriers to communication i.e. Child/ren working with a Speech And Language Therapist (SALT)

NAME	D.O.B	AM/ PM	DATE REG	EDUCATOR	CRITERIA						TOTAL
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1.											
2.											
3.											
4.											
5.											
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