



ADMISSIONS POLICY FOR SPON GATE NURSERY CLASS

1. Admission number

The school's admission number for the nursery class is 26 part time places, currently mornings only.

2. Session times

Morning session 8.50 – 11.50 am

3. Admission to the Nursery Class

The admissions arrangements for the Nursery Class are controlled by the school governors. To apply for a nursery place, parents should visit the school to complete an application form. All applications will require:

- ✓ Proof of the child's permanent home address
- ✓ The child's birth certificate or other proof of their age
- ✓ Information about any siblings who already attend the school.

The area from which admissions are drawn is the same as the catchment area of the school.

A place at the nursery does not convey preference or priority for admission to the school to which the nursery is attached.

The school will offer part-time places to children in the year prior to their entry to school i.e. the September following their third birthday. Children will therefore be offered one year of nursery education. The duration of individual sessions is currently 3 hours.

Admissions will be discussed and approved by a sub-committee of the Governing Body. This sub-committee should receive advice from the headteacher, supported by workers from the Health Authority, Social Care and the voluntary sector. Any appeals from parents should be heard by a different sub-committee of the governors. Where vacancies occur during the year, the decision for offering places is delegated to the headteacher, working within the guidelines of the local Authority's and the school policy.



4. Admission criteria

If there are more requests for a nursery place than there are places available within the nursery's admission number, places will be allocated in preference order using the criteria in priority as follows:-

- to children who at the time of admission are looked after by the Local Authority;
- to children who live in the catchment area of the school, with a brother or sister at the school, provided that the brother or sister will continue to attend that school the following year;
- to other children who live in the catchment area of the school;
- to children with a brother or sister at the school, provided that the brother or sister will continue to attend that school the following year;

If it is not possible to meet all the requests for places in any one of the categories described above, the governors will prioritise the requests within that category by reference to:

- the needs of the child, as defined by the City council's definition of "Children in Need".
- The distance of the child's home from the school. A straight line measurement will be taken from the child's home address to the centre of the school site. The address we use must be the child's permanent home address. The shortest measurement will have the highest priority.

5. Review of policy

The policy will be reviewed annually, with advice from the local authority.