

## NURSERY ADMISSION PROCEDURE

The governing body has the responsibility for admissions to this school and can have up to 78 part-time Nursery pupils – 39 morning and 39 afternoon places.

The children are admitted according to their birthday. Children whose 3<sup>rd</sup> birthday falls between 1 January and 31 March will be admitted in the following April, children whose birthday falls between 1 April and 31 August will be admitted in the following September and those children whose birthday falls between 1 September and 31 December will be admitted in the following January. This is providing a place is available.

**At any time if there are more applications for places than the number of places available, places will be offered strictly according to date of birth.**

Application Procedures and Timetable:

An application for admission to the Nursery can be made using the [Nursery Application Form](#) available from the school office, or you can print your own copy from this website by clicking on [Nursery Application Form](#).

Applications must be accompanied by a copy of the Birth Certificate.

Parents will be notified of a child's place during the half term before admission to Nursery. This notification will be by letter and include:

- The date of admission.
- A date for an introductory visit to Nursery accompanied by parent.
- An acceptance form to be completed by parents. **Failure to return this form acknowledging acceptance of the Nursery place could result in the offer of a child's place being withdrawn.**

However, if a place is not available at the expected time of admission, parents will be informed and a place will be offered as soon as it becomes available. As there is no right of appeal for pre-statutory school age pupils, the Head Teacher's decision is final.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon nursery places rests with the Head Teacher taking such issues as class size and gender balance into account.

**It should be noted that admission to the Nursery class does not guarantee a subsequent place in the Reception class (FS2) of the school.**