

Delce Infant and Nursery School

Admission Policy and Procedures for the Nursery Class

Nursery education is a non-statutory phase of education. The responsibility for agreeing and implementing an admission policy lies with the school. The policy and procedures relating to Delce Infant and Nursery School was drawn up by Miss Morris, headteacher, and presented to the governing body for approval in February 2009.

Age of Admission

- Children will not be admitted before the age of three years old.
- Admission to the nursery class will take place at the beginning of term 1, 3 or 5 following the child's third birthday

Application Process

- Parents requiring a place for their child should initially register their interest with the school office. Names, address and date of birth will be taken and the information kept until the term before the child is eligible to join the nursery.
- Nursery application forms will be sent to parents prior to the child joining the nursery. They should be returned to the school office by the end of October (term 1) for a January (term 3) start, the end of February (term 3) for an April (term 5) start, and the end of May (term 5) for a September (term 1) start.
- All parents should complete the nursery application form.
- Decisions about admissions will be taken by the headteacher each term.
- Parents will be informed of the outcome of their application in the term prior to being admitted.

It should be noted that admission to the school's nursery class **does NOT** constitute admission to Delce Infant School, nor does attendance at the nursery class give priority to admission to the infant school.

Over-subscription Criteria

The over-subscription criteria for the nursery class will be based upon the criteria used for determining admission to the infant school and also the additional criteria of wishing to attend Delce Infant School in the future.

- **Looked after children**
- **Current family association** – a brother or sister in the nursery class, or in Delce Infant and Delce Junior School, at the time of entry
- **Child's health reasons** – a medical certificate may be needed
- **Nearness of children's homes and ease of access** – place will be offered to those living closest to the school by the shortest available walking route
- **Preference to attend Delce Infant School** – parents have indicated on the application form their wish for the child to attend Delce Infant School

Home address

It is at the discretion of the Headteacher to determine whether a child cared for by a relative or registered child minder should be admitted on the basis of the carer's home address. However, it must be noted that for admission to the infant school the address used must be the child's normal place of residence.

Appeals Process

There is no statutory right of appeal against a decision with regard to admission to the nursery class.

Parents wishing to object to a decision concerning their application should in the first instance put their concerns to the Headteacher.

Advice and Guidance

Schools and parents may contact the Early Years and Childcare Service for advice and guidance on any aspect of nursery education – 01634 335566