

The Lea Nursery School

Wexham Road, Slough, Berks SL2 5JW

Tel: 01753 536492

E-mail: post@lea-nursery.slough.sch.uk

ADMISSIONS POLICY

Lea Nursery School is a community nursery school.

Admission to Lea Nursery School does not mean the child will automatically get a place in any of the neighbouring schools.

THE LOCAL AUTHORITY CO-ORDINATES ADMISSIONS FOR RECEPTION CLASSES.

PARENTS WILL NEED TO APPLY FOR PRIMARY SCHOOL PLACES THROUGH THE SLOUGH BOROUGH COUNCIL WEBSITE.

Approved by Governing Body:	
Date:	Spring 2020
Review Date:	Spring 2021

1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's **arrangements for allocating places to the pupils** who apply

Explain **how to appeal** against a decision not to offer your child a place

2. Places available

The following places are available at Lea Nursery:

- 3-4 year olds: The Nursery has **78** children in each session (am) and (pm). (**156** part time places.) A maximum of **22** full time equivalent places will be allocated to children who qualify for 30 hours of Nursery Education. There are a limited number of flexible places available- the offer of these places will be dependent on the days required by parents.
- 2-3 year olds: The Nursery has **8** children in each session (am) and (pm). (**16** part time places.) We do not offer full time places for 2 year olds.

Lea Nursery School is open term time only. The term dates are available on the website.

3. Applying for a place

Application forms are available

- At Lea Nursery School reception
- On the Lea Nursery School website.

Preference for the following categories of children may be specified on the application form:

- Morning (8.35 a.m. to 11.35 a.m.)
- Afternoon (12.20 p.m. to 3.20 p.m.)
- Flexible hours (Two full days 8:00a.m. to 3:20p.m.)
- 30 hour places (8.35a.m. to 2:35p.m or 8.00a.m. 2:00p.m.)

Parents are asked to indicate if they want a place for their child as a 2 year old or a 3 year old.

Completed application forms should be duly signed and dated and returned to Reception.

Visits are available on request please **pre-book** these at Lea Nursery School reception.

4. Admission Criteria

Places will be offered according to the following criteria:

- (1) Children with educational, medical or social needs. (Applications on these grounds will have to be supported in writing by the relevant professional involved, such as the Special Educational Needs Team, General Practitioner or Social Worker.)
- (2) Children with a brother or sister at Lea Nursery School when the child is due to be admitted.
- (3) Admission is offered on the basis of when the application form is received. (I.e. Children who have been on the waiting list longer will be allocated a place first.)

Places can only be offered to children residing in other Local Education Authorities once children residing in Slough have been offered a place.

Two year old place

Children become eligible for a place the term after they turn 2.

Children who are eligible for a free entitlement for 2 year olds place will be allocated places first. (This needs to be applied for online via Slough Borough Council and a code needs to be provided with the application.) If places continue to be available then those parents who do not qualify for the free entitlement will be considered, however there is a payment for these places.

For a free entitlement place for a 2 year old:

- Applications can be made the term before a child turns 2 for possible admission the term following the child's second birthday.
- Evidence of entitlement to a funded 15-hour place for 2 year olds will need to be provided.
- On receipt, each application form is stamped and filed in chronological order. Admission is offered on the basis of the date the application form is received and using the admission criteria listed above.
- Lea Nursery School admits children each term if there are vacant places.
- Parents will be asked to show their child's birth certificate and provide their National Insurance Number.
- Unsuccessful applicants will be considered with the next batch of applicants.

For parents who do not qualify for the free entitlement, there is an option to pay for a place if space is available.

- The contract and fees for such places are outlined in the 'Charging and Remission Policy'.
- Children will need to attend for a minimum of 12 hours (3 days) per week.

Children who have a 2 year old place transfer automatically into the nursery class in or around the term that they turn 3.

Three year old place

Children are eligible for a place the term after they turn 3.

For a place for 3-4 year olds:

- Applications can be made at any time for possible admission the term following the child's third birthday. It is important to let the nursery know if you move house. The nursery posts out offer letters and you will not receive one unless we have the correct address.
- On receipt, each application form is stamped and filed in chronological order. Admission is offered on the basis of the date the application form is received and using the admission criteria listed above.
- Lea Nursery School admits children each term if there are vacant places.

- Parents will be asked to show their child's birth certificate and provide their National Insurance Number.
- Unsuccessful applicants will be considered with the next batch of applicants.

30 hour place

Some children may be eligible to a thirty hour place at nursery. There is a maximum of 22, thirty hour places available. The eligibility criteria are available on the Slough Borough Council website. It is advisable to let the nursery know as soon as possible if your child is eligible. An eligibility code will need to be provided.

The admission criteria above apply to 30 hour places.

5. The Process

Parents will be notified either by letter or telephone when a place becomes available. This is generally during the preceding term, although sometimes places become available at short notice.

Parents will be requested to confirm acceptance of the place. Parents are strongly advised to respond within the specified time otherwise the place will automatically be offered to the next child on the waiting list.

Children may be invited to a pre-nursery visit.

It is the school policy to home visit every prospective child. The Keyworker and one other adult will visit. The purpose of the visit is to see the child in their home context where they feel most confident and comfortable. The home visit helps children to develop a relationship with their Keyworker- this helps children to settle into Nursery more quickly. Parents will be notified of their child's start date at the home visit.

Children are admitted to the nursery in a staggered manner. This is so that Keyworkers can take the time to get to know individual children. This helps children to settle in quickly. All children are admitted before half term.

If a child leaves during term time, his/her place is allocated immediately to the next child on the waiting list.

6. How to appeal if your child is not offered a place

If your child's application for a place at the nursery is unsuccessful, you will be informed why admission was refused. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Lea Nursery School
Wexham Road
Slough
SL2 5JW

7. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.