




ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS
FEDERATION

ADMISSIONS
POLICY

Senior Leadership Team Review Date	04.06.2024
Governing Board Approved/Adopted	13.06.2024
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	30.06.2025

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.

TWO-YEAR-OLD PROVISION:

Children who are aged two or above may be entitled to 15 hours provision if parents/carers meet criteria defined by central Government. If admission numbers are low and the applicable school has adequate staffing capacity, places may be offered to children 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 start school the term after their third birthday.

UNIVERSAL ENTITLEMENT:

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

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 lunchtime period, this is determined annually by Governors and parents/carers are responsible for providing a packed lunch for their child each day. A maximum of 13 places are available for this provision, should the provision be oversubscribed there is a criterion, which would be applied to allocate places, see Appendix 1.

If places are available, parents/carers 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. Parents/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. At the point of registration, the date the application is submitted is recorded and families are asked, which session they would prefer for their child. Where possible, they are offered the session of their choice;
2. The oldest child registered on the waiting list is offered the next available school 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 entered on the waiting list first will be offered the place. Where there is a higher demand for a particular session than is available, places are offered to parents/carers who registered their child, in date order;
4. In certain circumstances, places may NOT be allocated in date of birth order. This may be at the request of the:

- Children and Young People in Care team;
- Special Needs Early Years Service (SNEYS) and/or Gem Centre;
- Health Visitor;
- Children Social Care team.

5. Following the allocation of places at either school parents/carers are notified 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 School 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 and a series of visits are planned for the families and their 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. Meetings are conducted 'face-to-face' or via 'Microsoft Teams' in order to support the emotional wellbeing of our families, and to 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 their child/ren are happy and settled, then the adult may choose to leave their child/ren 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 School. 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 in the applicable School 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 on file;
- Organise, in conjunction with the Headteacher the induction programme to include a timetable for the '1-to1 Parent Partnership' meetings, which will be held 'face-to-face' or via 'Microsoft Teams'.

It is the responsibility of the Governing Board to:

- Monitor, review and agree annually all procedures and practices relating to the admission process into its Schools.

It is the responsibility of all Staff to:

- Assist in the arrangements for the induction of all children into School.



LUNCH TIME PROVISION CRITERIA - CHILD PLACE ALLOCATION FORM



1. Children Or Young People In Care (COYPIC)/Child Protection (CP)/Child In Need (CIN)
2. Child/ren already accessing the Extended Entitlement/Wrap Around Provision
3. N1 child/ren returning to school as a N2 child/ren
4. N2 child/ren
5. Parent(s)/Carer(s) who need full time provision due to working arrangements i.e. Parent(s)/Carer(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
					1	2	3	4	5	6	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
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