



# HEADLANDS PRIMARY SCHOOL

## NURSERY ADMISSIONS POLICY

<b>Date Reviewed (Annual):</b>	March 2024
<b>Reviewed by:</b>	Darren Smith (Head Teacher)
<b>Date approved by the Local Governing Body:</b>	
<b>Chair of Governor's signature:</b>	
<b>Renewal Date:</b>	March 2025

# NURSERY ADMISSIONS POLICY

## HISTORY OF CHANGES

April 2008 – Policy written by Mr A Lakatos and Mrs R McAleenan

Reviewed September 2008 by Chairs Sub-Group – No changes

Reviewed September 2009 by Rebecca McAleenan and Chairs Sub – Group Minor amendments made to page 2, 3, Appendix 4a, Appendix 5, Appendix 5a, 5b, 5c, Appendix 6, added 6a in, minor change to Appendix 7b

Reviewed October 2010 by Rebecca McAleenan and Chairs Sub-Group. No changes.

Reviewed October 2011 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. ,changes made to page 2,3,4, appendices tweaked to show Foundation Stage logo.

Reviewed October 2012 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. Minor changes made throughout.

Reviewed March 2014 by Louise Worrell, Jo Moore, Andrew Lakatos and the Chairs SubGroup.

Reviewed November 2015 by Jo Moore, Louise Worrell, Andrew Lakatos and the Chairs SubGroup

Reviewed January 2017 by Louise Worrell, minor changes mainly dates. Reviewed March 2018 by Darren Smith, minor changes mainly dates

Reviewed June 2018 by Karen Smith, minor changes to dates and letters. Lunch club information taken out as no longer on offer.

Reviewed November 2018 by Karen Smith and Rebecca Singh, minor changes to dates and letters.

Reviewed May 2019 by Charli Harvey, Foundation Lead, appendix amended May 2019.

2020- adapted admissions due to Covid-19

Reviewed May 2021 by Charli Harvey- changes made to stay and play, dates and letters to parents

Reviewed March 2023 by Charli Harvey – minor changes made and appendices removed

Reviewed March 2024 by Rebecca McAleenan – changes made to staffing and minor changes to some wording

## **ADMISSIONS PROCEDURE FOR NURSERY AGED CHILDREN**

### Headlands Primary School Nursery

Headlands Primary School is pleased to be able to offer your child a well-resourced, highly staffed Nursery with 26 places available during. The Nursery unit enjoys the benefits of a Nursery Manager, a qualified Early Years Practitioner and a Teaching Assistant. We offer 5 sessions over the week that are funded by the Government and are therefore available free of charge to parents. Morning sessions run from Monday to Friday 9:00am – 12:00pm. Your child should attend on a regular basis to help them to build their social and communication skills and to help them to develop their love of learning. **Children are eligible to start Nursery the term after their third birthday.**

### Equal Opportunities

The school is committed to ensure that Nursery places will be allocated according to date of registration. As such, any decision to refuse admission will not be based on ability, ethnicity, gender or religious background.

### Visits to the Nursery

Visits are always most welcome to the Nursery however appointments should be made to ensure you get the most from your visit, please ring the school for availability. During your visit, you will be given the opportunity to have a good look around, see the Nursery 'in action' and ask questions.

### Applying for a place in the Nursery

The Nursery places are offered on a first come, first served basis. You can register your child at any time after they have been issued with their birth certificate. During registration you will be asked to complete an Admission Form and show your child's birth certificate. Clearly, the earlier you register your child the more likely they are to get a place at our Nursery.

### Allocation of places

Following receipt of your Admission Form you will be contacted by the school detailing the outcome of your application. If the school receives more requests than places available for the sessions on offer, then preference is decided in order of the registration date.

### Confirming your Place

Near to the time your child is due to start Nursery you will be contacted by the school asking you to confirm if you still require the place.

### Nursery New Parents Meeting

If your child is due to start Nursery in September, you will receive a letter in the May before your child is due to start and you will be invited to attend a New Parents Welcome Evening. This meeting is usually held at the end of June. You will also receive a reminder prior to the meeting taking place. The New Parents Welcome Meeting will provide you with essential information about the Nursery's organisation. In addition, you will meet the adults who will be helping your child and have the opportunity to ask any questions whilst looking around the Nursery. At this meeting you will receive lots of information including the home visit date, the times of the stay and play sessions and starting date. The school will send an additional copy of key dates and times later in the year to act as a helpful reminder. If your child already attends Headlands Nursery you will receive a letter informing you of the date your child will re-start in September.

## Home Visits

When school starts in September, Nursery staff commence home visits. The school carries out home visits to all new children to the Nursery setting and we ask you to work with the school to ensure you are available on the date and time agreed. This gives the adults the opportunity to meet your child in their own environment and provides you with the opportunity to discuss any private matters whilst completing the compulsory paperwork. If for some reason, you are not present on the date and time agreed, the compulsory school documents cannot be completed, and your child will have a delayed start in the Nursery (this is for legal and insurance reasons). If this happens, we strongly suggest that you contact the school as soon as possible to arrange an alternative date and time. The visit should take approximately 30 minutes. We aim to have completed all Nursery home visits within one week of school starting. During this time your child will not attend the Nursery. Children who are staying at Nursery for another year will not need a second home visit and will not attend Nursery the week of the home visits. You will receive a letter in the summer term with regards to when your child will re start Nursery.

## Data transfer

Information collected about your child during the home visit is entered on the school's computer system along with all other members of the school. All written information is stored in a named blue folder secured in a lockable cabinet.

## September Arrangements

After home visits the school operates a stay and play entry into the Nursery to help ensure all children are settled and feel comfortable in their new environment. Children will have 2 x 1 hour visits during this time. This allows for Nursery staff to get to know the children and help them have a settled start to Nursery. Parents are required to stay during these sessions to help support their child.

## Waiting Lists

If your child is not successful in their application to the Nursery you are welcome to place your name on a waiting list. If a place then becomes available later in the year, parents (in order of date of request to be placed on the waiting list) will be offered a place.

## Further Additional Places

If the Nursery places have not been filled by 'rising four-year olds' in September, the school may also take children in the following January or April.