



Admissions

Policy 28

We will endeavour to ensure that all sections of the community have access to the nursery through open and fair Policies and Procedures which will be communicated clearly through our website, through written records and verbally during nursery visits.

As the Nursery School does not have a defined catchment area, all parents are eligible to register their child's name.

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

All children will be considered fairly irrespective of gender, race or disability.

We ensure the information about our setting is accessible, in written and spoken form and available on our website. However, if it is requested we will endeavour to provide information in other ways (such as spoken languages or through British Sign Language) or through an interpreter where possible.

We arrange our waiting list in birth order. If you requested a place for your child on the waiting list we would endeavour to make a place available where possible, however, this cannot always be guaranteed.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Westlands Nursery provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Nursery manager.

Procedures

We have a Baby room which takes babies from the age of 3 months – 2 years. After the age of 2 we look to move them up to our 2 year old room. This would be in consultation with the parents, Key Person and the Room Leader of the 2-3 year old room.

Children are able to start nursery from 2 years of age. We offer places for the 2 year old funding. If you think you might be eligible for this or have received a post code with a reference number, please contact the nursery manager who will make an appointment to go through the application process. As soon as the setting are in receipt of eligibility, the manager will go through availability within the 2-3 room and register the child to the setting. Children who claim 2 year old funding will be entitled to 15 hours per week. Extra hours over the 15 funded can be added at a cost to the parent/s.

All children are entitled to 15 hours free education the term **after** their 3rd birthday. Children's birth certificates will need to be seen for funding purposes.

The term **after** your child is three years of age, they will be offered their full 15 hours free entitlement.

Cut-off Date	Term Date
31 st December	January – Term 3
31 st March	April – Term 5
31 st August	September – Term 1

Sessions will be allocated in accordance to the parents request and our availability. All hours exceeding the 15 free entitlement hours will be chargeable to the parent/carers. These will be charged in accordance with our Fee structure.

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. The Local Authority will notify parents and the Nursery School when these applications need to be made.

All children must enter school the term after their 5th birthday. Children within the nursery school are able to defer entry into school until this date. Parents need to notify the LA that they accept the place at School but are deferring entry into school.

This policy was adopted at a meeting of Westlands Nursery.

Held on (date)

Role of signatory Trustees of Westlands Academies Trust

Date Signed: