



## The Lawns Nursery School and Pre-Nursery

### Admissions Policy Statement

#### Introduction

This policy statement outlines the purpose, nature and management of admissions in our Nursery School and Pre-Nursery. This update reflects the view of the Governing Body and is in line with the LA's requirements. This policy was agreed by the Governing Body and will be reviewed at least annually.

#### Admissions

The Finance and Resources Committee manages admissions to the Nursery School and Pre-Nursery. The Administration staff who handle the admissions procedure on a day-to-day basis provide a report for this committee.

This committee will apply the Governing Body's Admissions Policy and, subject to the right of appeal to the Governing Body, their decision in all matters relating to Nursery and Pre-Nursery admissions is final.

This committee will normally meet each term to make decisions regarding the entry to Nursery and Pre-Nursery.

#### Application for places

Any parent whose home address is in the Royal Borough of Windsor and Maidenhead is eligible to apply for a place for their child. Parents whose home address is outside the Borough may apply for a place, but are reminded of the admission criteria. See criteria for postcode details.

A child may be registered for a place in the Nursery School and the Pre-Nursery **once they are 3 months old**. Parents are encouraged to register for a place as early as possible, as date of registration will be a factor in offering places should the Nursery or Pre-Nursery be oversubscribed.

A child with recognised medical, physical, social, emotional or special educational needs that can be met by the Nursery or Pre-Nursery curriculum may be eligible for priority admission. Parents who consider their child may have a reason for priority admission will be required to inform the school when they register, and written confirmation from a professional involved in the care of the child will be required to support their application.



*Please note that submitting an application for a child to attend The Lawns Nursery School or The Lawns Pre-Nursery is no guarantee of a place.*

## **Admissions Criteria**

The Finance and Resources Committee will ensure that, wherever possible, children are offered a minimum of three terms in the Nursery School, attending 15 hours per week.

If there are more applications than places, the Governing Body operates the following criteria for offering places for children to attend the Nursery:

1. Children attending the Pre-Nursery whose home address is within the SL4 postcode.
2. Children whose home address is within the authority funding the Nursery and Pre-Nursery. SL4 postcode has priority.
3. Children who have a sibling in the Nursery or Pre-Nursery.
4. Children qualifying as special priority – those who have been referred for strong medical, educational, social, physical or emotional reasons.
5. Children in order of when their application was first registered.
6. Children whose home address is outside the authority funding the Nursery or Pre-Nursery.

If there are more applications than places, the Governing Body operates the following criteria for offering places for children to attend the Pre-Nursery:

1. Children whose home address is within the authority funding the Nursery and Pre-Nursery. SL4 postcode has priority.
2. Children who have a sibling in the Nursery or Pre-Nursery.
3. Children qualifying as special priority – those who have been referred for strong medical, educational, social, physical or emotional reasons.
4. Children in order of when their application was first registered.
5. Children whose home address is outside the authority funding the Nursery or Pre-Nursery.

Parents may defer a place for a relevant reason and the child will remain on the waiting list. In the event of a parent deferring an offer of a place on two separate occasions, their application may be removed from the waiting list.

## **Transitional Places for 3-Year-Olds**

If places are available, children are normally admitted to the Nursery at the start of the term following their third birthday, however, we may be able to offer transitional places to those children who turn 3 years old in the term prior to being eligible for their funded place. These places will be offered to parents/carers at a 50% reduction of our additional session rate. If a transitional place is accepted, children would be eligible to start Nursery the day after their third birthday, although at certain times of the year the start may be delayed to ensure new children already at Nursery are fully settled. The Nursery will liaise with parents regarding start dates as appropriate.



Transitional places will only be offered if there is enough time remaining in that school term for children to have an effective settling in period before a school holiday break.

Autumn Term: Last transitional place offered to children born before/on November 12<sup>th</sup> 2015

Spring Term: Last transitional place offered to children born before/on March 4<sup>th</sup> 2016

Summer Term: Last transitional place offered to children born before/on June 3<sup>rd</sup> 2016

Parents will be offered 15 hours at the reduced rate; any additional sessions will incur costs at the applicable higher rate.

Parents/carers may choose not to take up a transitional place; this would not impact on their offer of a funded place in the following term.

## **Transfers**

A child already attending an LA maintained Nursery who moves into the Borough will be eligible to be admitted as soon as a place becomes available.

## **Attendance at The Lawns Nursery School**

Nursery places are allocated on a part-time basis per week during term time only. From September 2017 the options will be:

Option 1 – five morning sessions;

Option 2 – five afternoon sessions;

Option 3 – 2.5 days – Monday, Tuesday and Wednesday morning;

Option 4 – 2.5 days – Wednesday afternoon, Thursday and Friday.

Please note that those taking up Option 3 or 4 would be required to attend the lunch club for 2 days at an additional charge to be paid at the applicable rate. Due to limited spaces in lunch club this option is limited.

We believe that in order for young children to fully benefit from our provision and maximise their learning potential, they should attend for a minimum of 15 hours per week. It is, therefore, our policy not to split the 15 hour free entitlement with other early-years providers. In extreme circumstances split funding may be considered if parents put in writing the reasons for their request to the Finance and Resources Committee.

As we are unable to offer any additional funded hours for those working families eligible from September 2018, funding in excess of 15 hours can be split with another provider.

Parents will normally receive at least one term's notice of their application being successful. An offer of a Home Visit will be made, whereby the child and parent(s) can meet his or her key person before starting Nursery.

Regular attendance is expected and the Governing Body reserves the right to withdraw a place from a child who is frequently absent without good reason.



**Attendance at The Lawns Pre-Nursery**

The earliest point of entry to Pre-Nursery is when the child turns two years of age. We offer both morning and afternoon places and all children must attend a minimum of two sessions per week.

A limited number of funded two-year-old Pre-Nursery places are allocated on a part-time basis, either for five morning sessions or five afternoon sessions per week during term time only. There is an option to purchase additional sessions if required.

Parents will normally receive at least one term’s notice of their application being successful. An offer of a Home Visit will be made, whereby the child and parent(s) can meet his or her key person before starting Pre-Nursery.

Regular attendance is expected and the Governing Body reserves the right to withdraw a place from a child who is frequently absent without good reason.

**Approved by:** Finance and Resources Committee

**Signed by Chair of Governors:** .....

**Date:** 12<sup>th</sup> July 2018

**Review Date:** June 2019