

Queen Mary Avenue Infant and Nursery School



Admission Policy - Nursery Summer 2024

Policy Status: Non-statutory

Review Frequency: Free to Determine by Governors – Every three years

Approval Required by: Governors and/or Headteacher

NURSERY ADMISSIONS POLICY CRITERIA FOR ADMISSION TO THE NURSERY

The Nursery at Queen Mary Infant and Nursery School is a 130 place Nursery with space for 65 part time pupils in each session.

The government funds children for 15 hours or 30 hours a week if parents qualify for 30 hours child-care.

The governors of the school will offer children a place in the nursery at the beginning of the term following their third birthday if spaces are available.

A limited number of places are also available for 'Rising Threes' – children who are admitted during the term they turn three.

How to apply

Please contact the office and complete an admissions form

To ensure effective planning and smooth transition, please apply by the following dates at the latest

May 31st for places in September

October 31st for places in January

February 28th for places in April

Places are offered on a first come first served basis. If applications are received at the same time, preference will be given to older children who will be starting full time school sooner.

If space is available, we will offer a place in our nursery.

Account will be taken of any preference for session options expressed by parents, but preferences will be allocated subject to availability and are not guaranteed.

If the preferred session is unavailable, the child will be offered an alternative session.

If spaces are not available for children due to start nursery in January/Summer term, they will be offered a place the following September.

The offer of a nursery place DOES NOT mean automatic entitlement to the main school.

Home visits and transition

- Staff will arrange a home visit with parents before their child starts nursery.
- An information meeting will be held for parents in the term before their child is due to start.
- A stay and play session will be held at the start of each term.
- Children will then be offered 2-3 short sessions in nursery before they start their full hours.

Leavers during the year

If a child is withdrawn by their parents from nursery during the school year, we request that parents give the school two weeks' notice where possible.

The place of a child who has been withdrawn cannot be held open and will be automatically made available to a child on the waiting list.

If parents later wish their child to return to the nursery, then they will need to reapply for a place and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances.

The fact that a child has previously been in the nursery class, or any other nursery class, will in no way influence the decision on being offered a place,

Attendance

- If attendance and punctuality is a concern, school will text or write to parents/carers and let them know.
- If there is no improvement, we will contact parents/carers again and outline the benefits of regular attendance.
- If attendance still presents a concern, the attendance lead or education welfare officer will discuss attendance with parents/carers and make a note of the conversation on Scholarpack.
- If there is no improvement after following all of these steps, the child may lose their place. Parents will be notified of the loss of place in writing.
- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. Parents will be notified of the loss of place in writing.

Transition into school

- All parents and carers must be made aware that a place in the nursery does not guarantee a place into main school and that they must still go through the correct admissions procedures. Please see <https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/apply-for-a-school-place/> for more details
- The nursery staff will liaise closely with colleagues in Reception/FS2 classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the pupil as appropriate.