

Admissions Policy

Wheelwright Lane Nursery



Learning For Life

Aim

It is our aim to make our setting accessible to children and families from all sections of the local community and to ensure that all have access to the setting through open, fair and clearly communicated procedures.

Criteria of admission

We offer places to children using the following priority list:

Children:

- Who have siblings already attending Wheelwright Lane School and/or Nursery
- Who live in the local vicinity of the school and are in the catchment area of the school (according to Warwickshire admissions)
- Who are in the outer tier of the catchment area including, Keresley, Bedworth, Exhall (according to Warwickshire admissions)

Timing of admission to the nursery

Nursery education normally starts from the term following the child's third birthday. All three- and four-year olds are entitled to 15 hours free nursery education per week, over no fewer than 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday). Children start Reception year after their fourth birthday and turn five during their Reception year (1st September to 31st August).

Our sessions are:

Morning session (AM): 8:45am – 11:45am

Afternoon session (PM): 12:15pm – 3:15pm

Admission Procedure

To be allocated a place within the Nursery, parents have to fill in an online application form, available on the school website or a paper copy is available from the school office.

When making the decision to offer places to children within the Nursery we aim to ensure equality, fairness and openness. We treat all children and families fairly, having regard for their background, gender, special educational needs, disabilities, social background, religion and ethnicity. We recognise there can be a high demand for places within the Nursery but unfortunately at times we are unable to offer places to everyone.

Decisions about the allocation of places are made by the Governing Body Nursery Committee, comprising of the Headteacher, Nursery Manager, EYFS Lead, Staff Governor, and three serving Governors. Places within Nursery are available annually in September and we will begin to offer places to children by the end of Autumn and Spring terms, depending on the child's age and the availability of places. Offer letters will be sent out the term before the child is due to start.

All children who have registered and have their 3rd birthday between 1 September and 31 August are sent a letter saying that if they would still like to be considered for a place, to come in to complete/ update the registration form. The information on these forms enable us to check that the admissions criteria is met.

Once this process is complete we then look at allocating places for January.

Working parent Entitlement

The Nursery School aims to be available for all children and particularly those children who meet the admission criteria. It will provide a mixture of 15 and 30 hour places in line with the Governments agenda for working families.

Admission to a 30-hour place is dependent upon the School being confident that it can meet a child's physical, intellectual, social and emotional needs. Every child is different and there may be occasions when a 30-hour place is initiated but found to be detrimental to the child's needs which will always come first.

The Governing Body reserve the right to adjust the balance between numbers of 15 hour and 30-hour places in any one year of entry based upon the need to also ensure the Nursery School is sustainable and remains financially viable for future generations of young children in our community.

A working parent entitlement 15 hour or 30 hour code must be presented and ratified by the Local Authority before the place is offered. Where working hours' change, Local Authority and DfE guidance will be applied regarding the grace period. It is the parent / carers responsibility to revalidate their 30 hours' code every 3 months.

Appeals Procedure

Admission to the nursery school is non-statutory and therefore there is no appeal against a decision to offer a place. Parents who are not satisfied that their child has not been offered a place may express their concerns to the nursery school's Governing Body who will consider each case on its merit.

Admission to school

Admission to Wheelwright Lane nursery does not guarantee admission to Wheelwright Lane School. Warwickshire Local Authority is responsible for the admission to this LA maintained school. A separate application must be made to the LA admissions department.

This policy was ratified by Wheelwright Lane Nursery Governing Body

On ...May 2022..... (date)

To be Reviewed.....May 2026... .. (date)