

## Admissions Policy (3-4 year-olds)

Parents/guardians may apply for a Nursery place at any time by completing an application form (available from the school office) and returning it to the school.

On receipt of the above documentation the child's name will be placed on the waiting list and parents/guardians will be notified if and when a place becomes available.

**PLEASE NOTE: Completing an application form is NOT a guarantee of a place. Places are offered on an age basis i.e., eldest first and NOT on the length of time a child's name has been on the list OR whether they have other siblings in Nursery. Therefore, we recommend that parents also look at other nurseries when considering a setting for their child.**

Children are eligible to be considered for a Nursery place on reaching their third birthday if a place is available. The following criteria are used:

- In line with the Local Education Authority criteria, the oldest child seeking admission will be offered a place first.
- Children's individual needs will be considered. By this we mean either educational inclusion or family inclusion issues, which are known to the school or are evident in a referral from another agency.
- The locality a child's home will be considered with preference given to children living within the local community.

The Acting Headteacher will have day-to-day management of the admission policy and process. Admission to the school will be at the Acting Headteacher's discretion.

In the event of a disagreement or complaint, the Governing Board will act to ensure that admission to the school is fair and gives due consideration to all internal and external documents which underlie the Governance of the school. These will include the Authority (Children's Department) policies on Equal Opportunities and Special Educational Needs/Disabilities. The SEN Code of Practice (Revised).

This policy is based on guidelines issued by the Local Education Authority and will be reviewed annually at the first meeting of Governors each calendar year (January).

**Grosvenor Nursery School 2017**