



Nursery Policy for Admissions

Children are entitled to access free nursery education on a part-time basis from the beginning of the term after their third birthday providing that there are spaces in the Nursery class. If the Nursery is full the child will receive a place the following September.

The school office will hold a list of unsuccessful applicants in case spaces become available during the year. Places will be offered from the waiting list in line with the admissions criteria given below.

The following criteria, in the order set out, will be used to allocate the available places at the Nursery if applications outnumber places. Schools must first meet their legal obligations, for example, to children with Statements of Special Educational Needs.

1. Recognised professional opinion showing that circumstances present a particularly strong case for taking in a child.
2. Medical reasons why the school or class is most suitable (for example, wheelchair access).
3. Date of birth.
4. Whether an established family member already attends the school.
5. Distance of applicant's home from the school. This means that in most cases, pupils who live close to the school will be given a higher priority than those living further away.

There is no legal requirement that nursery children must have a place in a class or school and as such, there is no right of appeal against a decision not to offer a child a place at a particular nursery school or class.

Attendance

Children can attend up to 5 mornings a week if there is space. Parents need to indicate which sessions they would like their child to attend when before their child starts Nursery. Once places have been allocated parents will need to speak with the school office if they would like to change their allocated sessions.

If a child is unable to attend a session for any reason, the school office needs to be informed of their absence by 9am on the first day of absence. If a child fails to attend their allocated sessions for 10 consecutive days or does not attend on a regular basis without consent their place may be given to another child.

At Old Leake Primary and Nursery School we believe pupils' attendance is of paramount importance to their education, emotional and social well-being. Children need to attend school regularly: every day of school missed means that an opportunity for learning has been lost and that child may not be able to keep up with their school work. If a child has missed school they often return to lessons confused about what is happening and this can lead to a lack of confidence and self-esteem. Missing school also impacts on friendship groups. All pupils' attendance is closely monitored and assessed on a weekly then termly basis.

We realise that many young children will miss some days of school because of illness. If your child is ill, we ask that you contact the school (an answer phone is available) before 9.30am to explain why your child is not at school. Please state either how many days you expect your child to be off sick, or ring school on a daily basis to advise them of your child's progress.

Additional Notes

The governors and head teacher of the school are responsible for publishing this policy. Parents and carers should contact the school for more details.

Attendance at the nursery will not guarantee admission to Reception Class and does not give advantage for the child's application to Reception Class. A separate application for admission to Reception Class will always have to be made to Lincolnshire County Council in Autumn Term before the child is due to start school.

Signed.....Chair of Governors Signed..... Head Teacher