

Oxhey Wood Primary School
Part of HfL MAT



<u>Reviewed: September 2017</u>	<u>Reviewed by: Jenny Morley</u>
<u>GB: Full</u>	<u>To be reviewed: Summer 2018</u>

Nursery Admissions Policy

Our motto: Together Everyone Achieves More.

Introduction

Our Academy Governing Board and HfL MAT applies the regulations on admissions fairly and equally to all those who wish to attend our school Nursery. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

Provision

- All children the term after they are three are entitled to 15 hours free Nursery provision which in this school is 5 morning sessions
- 30 hours free child care is available for those children whose parents meet the criteria and have an access code that they give to the admissions officer in school

How parents can apply for their child to be admitted to our Nursery

- Our school is part of HfL MAT. The Admissions Authority for entry to Nursery in our school is currently therefore the MAT, which will publish its entry regulations every year. Parents can receive a copy of these regulations directly from the MAT or from our school website.
- In this school, children enter the Nursery at the start of the academic year in which they become four. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to the Nursery during the year their child is four should contact school directly who will arrange for you to complete an application form or you can download an application form from our website and email this into school directly at admin@warrendell.herts.sch.uk.
- In-Year admissions-if you would like your child admitted to Nursery during the academic year , please contact school directly or complete the application form on our website and email to admin@warrendell.herts.sch.uk. If there are spaces available a child may be able to join the Nursery class throughout the year

Admission appeals

- If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA for a reception place currently. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number

- The 'standard number' is the number of children the MAT considers the school can accommodate. The standard number for our school is 30 children in our Nursery . We keep this number under review, and the MAT and AGB will apply to change the number if circumstances change.

Time line for entry to Nursery September 2018

- Applications for Nursery places opens 3rd January 2018
- Applications for the first round of applications closes on 9th February 2018
- Offers of Nursery places for September 2018 will be offered on Monday 26th February 2018
- Parents/carers must accept this place by 23rd March 2018.
- From 26th March if/ as places become available these will be offered in priority of applications received.

Equality

In accordance with the Equality Act 2010 we seek to;

- a) **eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the act**
- b) **advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it**
- c) **foster good relations between persons who share a relevant protected characteristic and persons who do not share it**

Our community cohesion policy is part of our commitment to the Equality Act. We offer as a school to read through and translate all correspondence with our community so that all members of our community can access information equally.

References

This policy should be read in conjunction with the relevant passages in:

The *School Standards and Framework Act* (1998), regarding adults working in school;
The *Human Rights Act* (October 2000);

And the following policies: Special Educational Needs Policy, Volunteer Policy, Homework Policy, ICT and E-safety policy, Child Protection Policy, Equality Policy

Monitoring and review

This policy will be monitored by HfL MAT and the school Academy Governing Body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.