



Admission to the Nursery / Foundation 1 Policy

Introduction.

The school policy for nursery admissions was developed and agreed by the whole staff and has the full agreement of the governing body. The policy was approved and ratified by the governing body during the spring term 2015.

Information about admission to our nursery

There are 156 part-time places in the nursery part of the school's Foundation Unit. The main intake to the nursery is during the autumn term. Children are accepted to the nursery from the age of three. Places are allocated in order of birth date.

If you would like your child to come to our nursery, you should complete an application form and send or bring it to the school.

As the nursery is oversubscribed, if your child is offered a place, you should confirm your acceptance within two weeks, otherwise the school will offer the place to another family. If you still wish your child to attend the nursery, he/she will be placed on the waiting list and will be offered a place when one becomes available.

Before your child is able to commence, nursery, we will need to see evidence of your child's birth certificate and proof of your home address.

Please note that there is no formal appeal procedure, as nursery school classes are subject to a legal staff ratio.

Places for the nursery are allocated in the following order of priority

1. Children living within the school's normal catchment area who have an elder brother or sister at the school at the time of their admission.
2. Other children living in the normal catchment area.
3. Children outside the normal catchment area that have a brother or sister at the school at the time of their admission.
4. Children outside the catchment area.

Attendance

It is important that a child who is allocated a place at the nursery, attends regularly. If a child is absent for an extended period (for 20 school days or more) without the approval or knowledge of the head teacher or attendance co-ordinator, the child will be taken off the roll in accordance with the 2006 regulations below and the place will be reallocated to a child from the waiting list.

If a child has particularly poor attendance at Nursery which is less than 85% attendance for a term, the school will decide if that place should be re-allocated to a child who is on the waiting list.

Examples of different term lengths in regards to 85% attendance.

10 weeks	possible sessions = 50	85% would mean 7 sessions missed.
11 weeks	possible sessions = 55	85% would mean 8 sessions missed.
12 weeks	possible sessions = 60	85% would mean 9 sessions missed.
13 weeks	possible sessions = 65	85% would mean 10 sessions missed.
14 weeks	possible sessions = 70	85% would mean 10 sessions missed.
15 weeks	possible sessions = 75	85% would mean 11 sessions missed.

Admission to Ambleside Primary School

Children are admitted to full-time school at a single point of entry at the beginning of the academic year (September) in which they reach their fifth birthday. Some parents may wish to defer the start of full-time education until compulsory school age. If so, they should arrange the details with the local authority.

Attendance at the nursery unit does not guarantee admission to Foundation 2 which is part of Ambleside Primary School. All applications for admission to the main school must be made to the local authority, via the local authority's co-ordinated admissions scheme. There are 90 places for every year group at the school from Foundation 2 to Year 6.

Please note: since 2007, there have been a number of children who have not received a place to transfer from the nursery to Ambleside Primary School. The governing body of the school strongly advises that if you wish to your child to attend Ambleside Primary School, you should complete all the admission documentation promptly and return it to Nottingham City Admissions and Exclusions Department.

If, by the beginning of the academic year in which your child turns five and reaches compulsory school age, he/she does not have a school place at Ambleside Primary School, he/she will lose his/her nursery place at the school.

The local authority will do its utmost to place your child at a school near where you live. You will also be given to opportunity to go on a waiting list for a place at Ambleside.

A child who has a place in the nursery but has no school place on reaching Reception age, will be permitted to remain in the nursery until he/she reaches five years of age,

Role of the class teacher

To ensure that policy is carried out consistently.
To follow through all aspects agreed in the home / school contract.

Role of the head teacher and governing body

To ensure that the Nursery Admissions Policy is implemented consistently.
To ensure all aspects agreed in the home / school contract are followed through.

Role of the parents/guardians

To support the school in the implementation of the Nursery Admissions Policy.
To communicate with the school about any issues or concerns.
To follow through all aspects agreed in the home / school contract.
To ensure their child has good attendance at nursery and is on time.

Racial & Equality Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Ambleside Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read. A copy of each policy is displayed in the School lobby and all policies can also be consulted online via the School website at www.amblesideprimaryschool.co.uk. The School will try to arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Review

This policy will be reviewed in the spring term 2019.



Ambleside Primary School is an exempt charity and a company limited by guarantee, registered in England and Wales number 8246275. It has a registered office at Minver Crescent, Aspley, Nottingham NG8 5PN.

Appendix 1



Ambleside Primary School

Minver Crescent
Aspley
Nottingham
NG8 5PN

Telephone: (0115) 900 3610

Fax: (0115) 900 3620

Email:

admin@ambleside.nottingham.sch.uk

www.amblesideprimaryschool.co.uk

Head Teacher – Mrs Karen. L. Hannon

To the Parent / Carer of

Date

I am writing to you about our concerns about your child's attendance. Since September XXX the attendance of your child stands at % which equates to ... days missed out if a possible ... (Please see the attendance certificate attached).

I will continue to monitor the attendance ofand if it drops further, a decision will be made in line with the Nursery Admissions policy as to whether or not the school will continue to provide a place for her/him at the nursery.

I would like to offer my support in achieving full attendance for your child at the nursery and I am available to discuss any issues you have relating to this matter. Please contact the school to arrange an appointment.

I look forward to hearing from you,

Yours sincerely

Miss. D. Boulton
Attendance Manager



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