

# **BAYLIS COURT NURSERY SCHOOL**

## **Admissions Policy**

### **Admissions**

Admissions to the school are regulated by an Admissions Panel appointed by the governing body. Appeals against the decisions of the Panel are considered by a Review Panel of governors who are not members of the Admissions Panel. The function of the Review Panel is to ensure that the admissions procedures have been correctly applied. Baylis Court Nursery School adheres to the Slough Borough Council common nursery policy.

The Admissions Panel may be made up of staff and Local Education Authority governors. Parent governors are not eligible due to conflict of interests and confidentiality.

This nursery has a commitment to admit all eligible children irrespective of gender, race, religion, or academic ability subject to places being available having regard to this statement of policy.

### **Application and Register of Interest**

- Parents should register an interest in a place at Baylis Court Nursery School from the age of two.
- No child will be guaranteed a place in Baylis Court Nursery School.
- No place will be allocated to a child without the completion of an application form.
- There are no full time places available at Baylis Court Nursery School.

### **Waiting lists**

- There are 60 places in each morning and afternoon sessions. Separate waiting lists operate for both sessions.
- Parents may opt for one or the other and additionally say that they may be willing to accept either.
- Checks will be made at other nurseries to ensure that only one place is being offered and accepted. Parents are asked to sign an undertaking that they will not transfer their child to another nursery school unless they move house or some other acceptable reason such as a change in family circumstances or the child has a childminder living outside the area.
- Parents will not be able to defer taking up a place to a following term. If the offered place is not taken up the application must be considered afresh with the child remaining on the waiting list.
- At approximately mid-way through each term the head teacher will compile an admission list for the next term.
- Admissions are staggered and take place during the first four weeks of term.

### **Absence**

- Any child with unauthorised absence for a period of 15 consecutive school days may have their place withdrawn.

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- The parents of any child who has had their place withdrawn may make a fresh application for a place and if necessary be considered in the following terms allocation process.

### **Admissions Criteria**

If more applications are received than there are places available, places will be offered using the criteria below and priority will be given to children who will be four at the time of admission.

Priority will then be given using the criteria below to three year olds according to the term of their birthday.

- (a) Children with educational, medical or social needs (Applications on these grounds will have to be supported in writing by the relevant professional involved, such as a social worker or general practitioner).
- (b) Children with a brother or sister at the same school when the child is due to be admitted.
- (c) Children whose parents are teachers at the school.
- (d) Children who live closest to the school (a straight line on a map from the parental home to the school is used to calculate the distance).

If places cannot be offered to all the applicants in one of the categories above then places will be offered to the applicants in that category who are closest to the school.

Childcare places are available at Slough Centre Nursery, Chalvey Early Years Centre and Penn Wood Children's Centre.

### **Explanatory Notes**

Places are only offered to children resident in other Local Education Authority's once children resident in Slough have been offered a place. Applications should be referred to the LEA for approval.

Full time places are only available at some nursery schools, and only if a relevant professional such as a GP or Social Worker states in writing why a full time place is necessary. There are a limited number of full time places that can be offered and each case will be considered on its merits by the school.

Applications can be made after the child's second birthday for possible admission the term following the child's third birthday.

No reference will be made as to when a parent expressed an interest in a place, applied for a place or registered a child's name.

Most nursery schools and classes admit children each term.

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Parents may be asked for proof of address/birth certificates.

Unsuccessful applicants will be considered with the next batch of applications.