



Larklands Infant and Nursery School Admission Procedures

1. Nursery Application Procedure.

Parents / Carers can apply for a place in the Nursery for their child, once the child is one year of age. This list will be kept on the main computer in the school office and updated by the School Business Manager as new applications are received.

Application forms are available from the school office and on the school's website. Parents will be advised to collect, complete and return the completed form to the school office.

All applications will be dated on receipt and this criterion used to offer places when the Nursery is close to reaching its published admissions number alongside other criteria outlined in section 2 of admission procedures *offering Nursery Places.*

We reserve the right to refuse admission if the Nursery is full.

2. Offering Nursery Places.

The earliest time a child would begin Nursery, would be the school term following his / her third birthday. Exceptions to this would be if the Nursery is already full and then entry may be deferred to a later date or if

- 1. The child has a safeguarding Plan.**
- 2. The child is looked after by the LA.**
- 3. The child has - or who are likely to be- the subject of a Statement of Special Educational Needs and Disability.**
- 4. The child is from a family who are suffering severe social and psychological stress which could significantly affect the child's development.**

In each of the 4 cases above the child would not start Nursery until they have turned 3 and the school contacted as a matter of urgency from an outside agency working with the family.

Children will be offered a place for the term following their 3rd Birthday the term before they are due to start. In the case of Nursery being full parents may be informed of their deferred start date. In situations where the Nursery is oversubscribed the date at which the application form was submitted will be considered.

The completion of an application form does not guarantee an offer of a Nursery place.

3. An offer of a place.

Contact will initially be made by telephone to offer a place and an admissions pack posted out to parents. The admission pack needs to be completed and returned along with a valid Birth/ Adoption Certificate. If an entry pack is not returned to Nursery by the specified date on the letter then the place will be made available to the next eligible child unless you have made contact with the Nursery to discuss the reasons for this.

Most children will receive 3 or 4 terms of Nursery Education in line with our admission procedure criterion. If you wish to make further enquiries regarding this, these should be made in writing to the Head teacher.

The terms dates for the next two academic years are listed below.

2016/2017

TERM	TERM STARTS	TERM ENDS
TERM 1	Monday, 5 th September	Friday, 21 st October
TERM 2	Monday, 31 st October	Tuesday, 20 th December
TERM 3	Tuesday, 3 rd January	Friday, 10 th February
TERM 4	Monday, 20 th February	Friday, 7 th April
TERM 5	Monday, 24 th April	Friday, 26 th May
TERM 6	Monday, 5 th June	Friday, 21 st July

2017/2018

TERM	TERM STARTS	TERM ENDS
TERM 1	Monday, 4 th September	Friday, 20 th October
TERM 2	Monday, 30 th October	Tuesday, 19 th December
TERM 3	Tuesday, 2 nd January	Friday, 16 th February
TERM 4	Monday, 26 th February	Friday, 23 rd March
TERM 5	Monday, 9 th April	Friday, 25 th May
TERM 6	Monday, 4 th June	Friday, 20 th July

If there are places readily available and your child is 3 in the holiday a place may be offered, but criterion 1, 2, 3 and 4 (mentioned in offering a place section 2) would be considered in the first instance.

4. Nursery Visits

Once a formal offer has been made, parents will be notified of dates when visits with their child will take place.

Children are normally offered 3 visits which are for 1 hour and these would usually reflect your child's own session place. It is hoped that through the visits, the children and their parents will become familiar with the Nursery environment and the staff and in turn lead to a successful home / school partnership on which to begin your child's schooling life.

Families are invited to attend any planned family days or school fairs that the school may have arranged.

5. Nursery Arrangements

The start dates for the children will be staggered depending on the size of the cohort, this enables staff to give close attention to the new children.

If children are unsettled staff will be available to support your child and parents are advised to leave their child with the Nursery staff and make phone contact later to check on their well-being.

6. Nursery Hours

From September 2017 the Nursery will be offering 15 hour and 30 hour places to those who are eligible for the funding.

A 15 hour place would consist of a morning or afternoon session.

Morning sessions are: 8.40am - 11.40am

Afternoon sessions are: 12:15pm - 3:15pm

A 30 hour place would be from 9.00am to 3.00pm. This session would include a lunch at a charge of £2.00 per day payable at the beginning of each week. If your child is eligible for Free School meals then there will be no charge for school dinners. (Please ensure you complete the eligibility form in your child's admission pack).

We do not offer flexi hours and therefore all of the 15 or 30 hours would need to be used in our Nursery.

We would ask parents to respect session times as we have a quick turn around and staff need to take a lunch break so please be prompt in collecting and dropping off children.

We are not a private Nursery and therefore sessions missed cannot be made up at another time or swapped around.