



## **Admissions policy statement – Westwood Academy Nursery.**

We aim to make the setting accessible to children and families from all sections of the local community, ensuring that we are open, fair and clear in our communications and procedures.

### **Procedures**

- We accept applications from all children who are over 18 months old.
- An admissions request form (available on our website or from the office) must be completed to enter your child onto our waiting list.
- The following criteria will be applied to admission applications:-
  - 1) 3 year old looked after children.<sup>1</sup>
  - 2) 3 Year old Children with a sibling<sup>2</sup> who have attended or are currently attending the nursery.
  - 3) 3 Year old in catchment
  - 4) 3 year old
  - 5) 2 year old with funding and sibling
  - 6) 2 year old with funding and catchment
  - 7) 2 year old with funding
  - 8) 2 year old with sibling/staff children
  - 9) 2 year old in catchment
  - 10) 2 year old
- The proximity of the child's home to the school will be taken as a tie-breaker, if necessary, in any category.
- In the unlikely event of a tie, in regards to distance, the tie-breaker will consist of a name being pulled out of a hat by a neutral party. This is the preferred method of Essex Local Authority.
- Applications will be worked through on a first come first served basis.

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<sup>1</sup>Looked after Children will be allocated a place providing an application is received by the closing date. A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions of the Children's Act 1989.

<sup>2</sup> LA Sibling Definition applies.



- Admission to the nursery class **does not constitute a promise of a place in the Academy for Reception year** nor does it preclude the admission of a child to any other Infant or Primary school in the area.
- Medical Circumstances – exceptional medical circumstance (supported by recent Professional medical evidence) may override the above. This evidence will need to demonstrate that the nursery is the only suitable provision in the area. The directors will meet to review the evidence and determine whether a child will be given priority, within 30 days of the application being received.
- In December all children on the waiting list who will reach the age of 4 before the end of August the following year will be removed from the waiting list and a letter will be sent to say that they did not get a place.
- If a place is offered and you do not wish to take it immediately the place will not be held open, your name will remain on the waiting list and the next time a place is available you will be contacted.
- We only hold open places if we need to do so to maintain appropriate staffing ratios.
- We ensure that the existence of our setting is widely advertised.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will request support from Essex County Council to access translated written materials where language needs of families suggest this is required, as well as access to an interpreter. Where necessary, we will try to provide information in Braille, or through British Sign Language. All of these services are subject to availability of resources within Essex County Council.
- We will notify families that a place is available by post and will give a date by which they are required to accept the place. **Places are secured by paying a deposit of £10** whether or not the child's place will be paid for or covered by government funding. If we have not heard by the deadline we will make one phone call to ensure the place is not required before the offer of the place will be withdrawn and allocated to the next person on the admissions waiting list. In this case we will make the assumption that a place is no longer required and the child's name will then be removed from the waiting list.
- If a child is fully funded by the government then their deposit will be returned once the funding application for the setting has been made. If the child pays fees then the deposit will be taken off the first months invoice.
- It is the parent / carers responsibility to notify us if they move house or change their telephone number, so that we can keep our records up to date.



- Children can start at any time during the academic year provided there is a place available and that staffing ratios will not be compromised, but predominantly our places are offered in September. If places remain available at later times in the year these will be offered to the person at the top of our waiting list, applying the criteria mentioned above.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. However, we do encourage regular attendance as we believe that this is most beneficial for both the child and the setting, giving children an early awareness of the importance of punctuality and attendance as a lifelong skill.