

Oakwood Infant and Nursery School



Nursery Admissions Policy 2023 - 2024

(Ref No: OAK064/03/2024)

School Mission Statement

At Oakwood Infant and Nursery School we provide a safe, healthy, happy and creative learning environment for everyone, through high expectations and mutual respect.

We are all stars, watch us shine.

Reviewed: March 2023

Approved: March 2023

To be reviewed: March 2024

POLICY FOR ADMISSION TO NURSERY

1. A child is deemed to be of nursery age from the beginning of the term following their third birthday. For this purpose, the terms are as follows:

Autumn term – 1st September – 31st December

Spring term – 1st January to 31st March

Summer term – 1st April to 31st August

2. Children should ideally be admitted for a minimum of three terms part-time (i.e. five sessions per week), especially if the child has special educational or social needs.
3. Applications will be accepted from all children seeking admission in the term after their third birthday until the term before they transfer to Reception class.

In priority order, places will be allocated to:

- Children who are Looked After
- Children with a high level of need who have been referred by a Social Worker, Health professional, Specialist Teacher, Special Needs practitioner or other outside agency
- Children with a sibling attending Oakwood Infant School or Alton Park Junior School. (Siblings are defined as children living in the same family unit)
- Children living in the catchment area
- Children living outside the catchment area

In cases of equal merit, priority will be given by date of birth with older children having priority.

4. Where more applications are received than places available, the oversubscription criteria in paragraph 3 above will be applied and those children who are not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.
 5. Children's names will be placed on the reserve list in strict order of criteria, not according to the date of application. The reserve list is not a waiting list.
 6. Children are allocated 15 hours' provision across the week.
 7. In allocating children to particular classes and sessions, the school will aim to ensure a balance by gender and physical, social and educational needs. Parents are given the option to send their child to one of the following sessions:
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- Parents can opt for 15 hours per week places- Monday-Wednesday. Parents to provide a packed lunch on the two full days.
 - Parents can opt for 30 hour places (all day Monday to Friday) if they are entitled to funding for these places.
8. Children will be admitted to the Nursery on a termly basis. The closing date for registration will be the end of the half – term holiday prior to the term in which the child would be due to commence. Parents will be informed of the success or otherwise of their application as soon as possible after this date. Mid-term applications will be considered for families moving into the catchment area.
 9. Parents will complete a Free Early Education Entitlement Parent/Carer Declaration Form within two weeks of their child starting in Nursery, and at the beginning of each subsequent term.
 10. The Governors will review the offer of a place where a child fails to attend regularly without good reason over a period of three weeks. Parents will be given a warning before a place is withdrawn so that they can make representations if they so wish.
 11. The offer of a place in the Nursery does not guarantee a place in Reception class when the child reaches statutory school age. The normal admission criteria for the main school will apply and application must be made through Planning and Admissions at Essex County Council in accordance with their time limits.
 12. Parents can appeal to the Governing Body under the usual complaints procedure.

Linked Policies

Disability Equality
Equal Access Plan
