



Moorlands Nursery School

Admissions Policy

Owned By	Interim Head Teacher – Will Brooks
Date Reviewed	August 2023
Next Review	June 2024
Signature : Chair of Governors	

The 2sNursery for 2-year-olds Admissions Criteria

This provision is for children starting the term after their second birthday, identified by the following prioritisation criteria:

- Eligible for Time for Two's funding
- The child must live in the reach area: (Beanhill, Coffee Hall, Leadenhall, South Oldbrook)
- Open case to Moorlands Centre Family support, Children and Family Practices, Social Care
- Children's Centre Target Groups: Lone Parent, workless household, teenage parent, EAL
- Identified Special Needs
- Sibling of child who has attended Nursery School

Admissions Process (Funded)

- Parents/Carers can register their child for Moorlands2Nursery after their first birthday.
- Children who are registered will need to meet a minimum of two of the above criteria in addition to the eligibility for the Time for Two funding.
- Children will start the term after their second birthday.
- The initial registration form asks for names (child & parent), address, date of birth and telephone number. The form will be copied: one copy retained by the nursery and a copy given to the parent/carer.
- Details of applicants will be retained by the Nursery. In the event of limited spaces places will be allocated by meeting the above criteria and following a strict date of birth priority.
- Parents will be contacted by letter offering their child a place. They will be invited to a visit where they will accompany their child. During this visit they will be given a Nursery Prospectus, dates for a home visit and start date.

Admissions Process (Paid Places)

Whilst priority will go to Time for Two funded places, Moorlands Nursery School reserves the right to admit non-funded (paid) places if there is not sufficient take-up of the above admissions criteria.

- Parents/Carers can register their interest for a paid place at Moorlands2Nursery and their details (and child's details) will be retained on a waiting list.
- If there is not sufficient take-up of funded places as set out in the admissions criteria, parents will be contacted in list order and invited to visit with their child and apply for a place. During this visit they will be given a Nursery Prospectus and start date.

The Nursery School for 3-year-olds

Admissions Process

- Parents/Carers can register their child for Nursery after their second birthday.
- Children will normally start the term after their third birthday.
- The initial registration form asks for names (child & parent), address, date of birth and telephone number. The date of registration will be noted. The form will be copied: one copy retained by the nursery and a copy given to the parent/carer.

Children starting Nursery Autumn Term

- Children due to start Nursery in September after their third birthday will be contacted in June asking if they wish to take up the offer of a place in September. They will be invited to attend two nursery sessions to play and meet staff. During this visit parents/carers will be given:

Nursery Prospectus
Home visit dates for September

Children starting Nursery Spring Term

- If there are places available then children who have been three during the Autumn Term will be contacted in November asking if they wish to take up the offer of a place in January. They will be invited to attend two nursery sessions to play and meet staff. During this visit parents/carers will be given:

Nursery Prospectus
Home visit dates for January

Children starting Nursery Summer Term

- If there are places available then children who have been three during the Spring term will be contacted in March asking if they wish to take up the offer of a place in the Summer term. They will be invited to attend two nursery sessions to play and meet staff. During this visit parents/carers will be given:

Nursery Prospectus
Home visit dates for the Summer Term

In the event of the Nursery School being oversubscribed, priority will be given to children in the Woughton area.

Children will be admitted in date of birth order, not in order of date they were registered.

In exceptional circumstances children can be admitted early on or after their third birthday with the consent of the admissions panel.

In-year Admissions

Moorlands Nursery School accepts in-year admissions, subject to available spaces, following the set criteria and admissions process. Parents/carers should contact the school (01908 679819) in the first instance to discuss provision availability and arrange a visit.

Admission Appeals

The Governors' Appeals Committee are responsible for hearing admission appeals at Moorlands Nursery School.

Appeals must be made in writing within 20 school days from the notification of unsuccessful application, put in a clearly marked envelope, along with any supporting evidence, marked ADMISSSION APPEAL and handed into the school office.

The Headteacher will ensure the Governors' Appeals Committee receive the written appeal within 3 school days. The Governors' Appeals Committee will have 10 school days to submit their evidence and send appeal papers to the panel and parties. An appeal hearing will be issued with at least 10 school days' notice to all parties. Decision letters will be issued within 5 school days of the hearing wherever possible.

All appeals will be managed by the admissions panel and assessed on an individual basis.