

Moorlands Nursery School

# Admissions Policy

Owned By	Interim Head Teacher – Will Brooks
Date Reviewed	March 2025
Next Review	April 2026
Signature : Chair of Governors	

## **Moorlands Nursery School**

PAN: 60 places maximum number of children on roll.

### **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 or working parents funding entitlement
- The child lives in the reach area: (Beanhill, Coffee Hall, Leadenhall, South Oldbrook)
- Open case to Moorlands Family Centre 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 2Nursery 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 or working parents funding entitlement.
- Children will start the term after their second birthday.
- The application form asks for child and parent(s) information, including names, address, date of birth, parent(s) national insurance numbers (if funded) and contact telephone number.
- 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.
- Where spaces are available and funding verified, parents will be invited to complete the admissions form.
- Parents will be contacted by telephone offering their child a place. To accept the place, a deposit of £30 is payable to the nursery to hold the place open; this deposit will be transferred to hold a 3s place unless parents express the place is not required whereby it is refundable within the first month of the child starting at Moorlands Nursery.
- As part of the enrolment process, parents will be invited to a visit with their child. During this visit they will meet staff, receive nursery information and a start date. All children have a phased start to ensure they settle into new routines.

#### **Admissions Process (Paid Places)**

Whilst priority will go to Time for Two funded or working parents funding entitlement 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 Moorlands 2Nursery by completing an application form. Contact details within this application 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 application form order and invited to visit with their child and apply for a place by completing the admissions form.

- Parents will be contacted by telephone offering their child a place. To accept the place, a deposit of £30 is payable to the nursery to hold the place open; this deposit will be transferred to hold a 3s place unless parents express the place is not required whereby it is refundable within the first month of the child starting at Moorlands Nursery.
- As part of the enrolment process, parents will be invited to a visit with their child. During this visit they will meet staff, receive nursery information and a start date. All children have a phased start to ensure they settle into new routines.
- All nursery fees are payable a month in advance and issued as an invoice to be settled by the given date. Provision cannot be offered if fees are unpaid.

## **The Nursery School for 3-year-olds**

### **Admissions Process (Funded)**

- Parents/Carers can register their child for 3Nursery after their second birthday.
- Children who are registered will need to have an eligible code for either 15-hour or 30-hours funding entitlement.
- Children will start the term after their third birthday.
- The application form asks for child and parent(s) information, including names, address, date of birth, parent(s) national insurance numbers (if funded) and contact telephone number.
- Details of applicants will be retained by the Nursery. In the event of 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.
- Where spaces are available and funding verified, parents will be invited to complete the admissions form.
- Parents will be contacted by telephone offering their child a place. To accept the place, a deposit of £30 is payable to the nursery to hold the place open; this deposit will transfer to snack payment for the year unless parents wish to opt out of snack provision, whereby it is refundable within the first month of the child starting at Moorlands Nursery.
- As part of the enrolment process, parents will be invited to a visit with their child. During this visit they will meet staff, receive nursery information and a start date. All children have a phased start to ensure they settle into new routines.

### **Admissions Process (Paid Places)**

Whilst priority will go to 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 Moorlands 3Nursery by completing an application form. Contact details within this application 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 application form order and invited to visit with their child and apply for a place by completing the admissions form.
- Parents will be contacted by telephone offering their child a place. To accept the place, a deposit of £30 is payable to the nursery to hold the place open; this deposit will transfer to snack payment for the year unless parents wish to opt out of snack provision, whereby it is refundable within the first month of the child starting at Moorlands Nursery.
- As part of the enrolment process, parents will be invited to a visit with their child. During this visit they will meet staff, receive nursery information and a start date. All children have a phased start to ensure they settle into new routines.
- All nursery fees are payable a month in advance and issued as an invoice to be settled by the given date. Provision cannot be offered if fees are unpaid.

### **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 a nursery session to play and meet staff. During this visit they will receive nursery information and a start date.

### **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 a nursery session to play and meet staff. During this visit they will receive nursery information and a start date.

### **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 a nursery session to play and meet staff. During this visit they will receive nursery information and a start date.

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 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 ADMISSION APPEAL and handed into the school office.

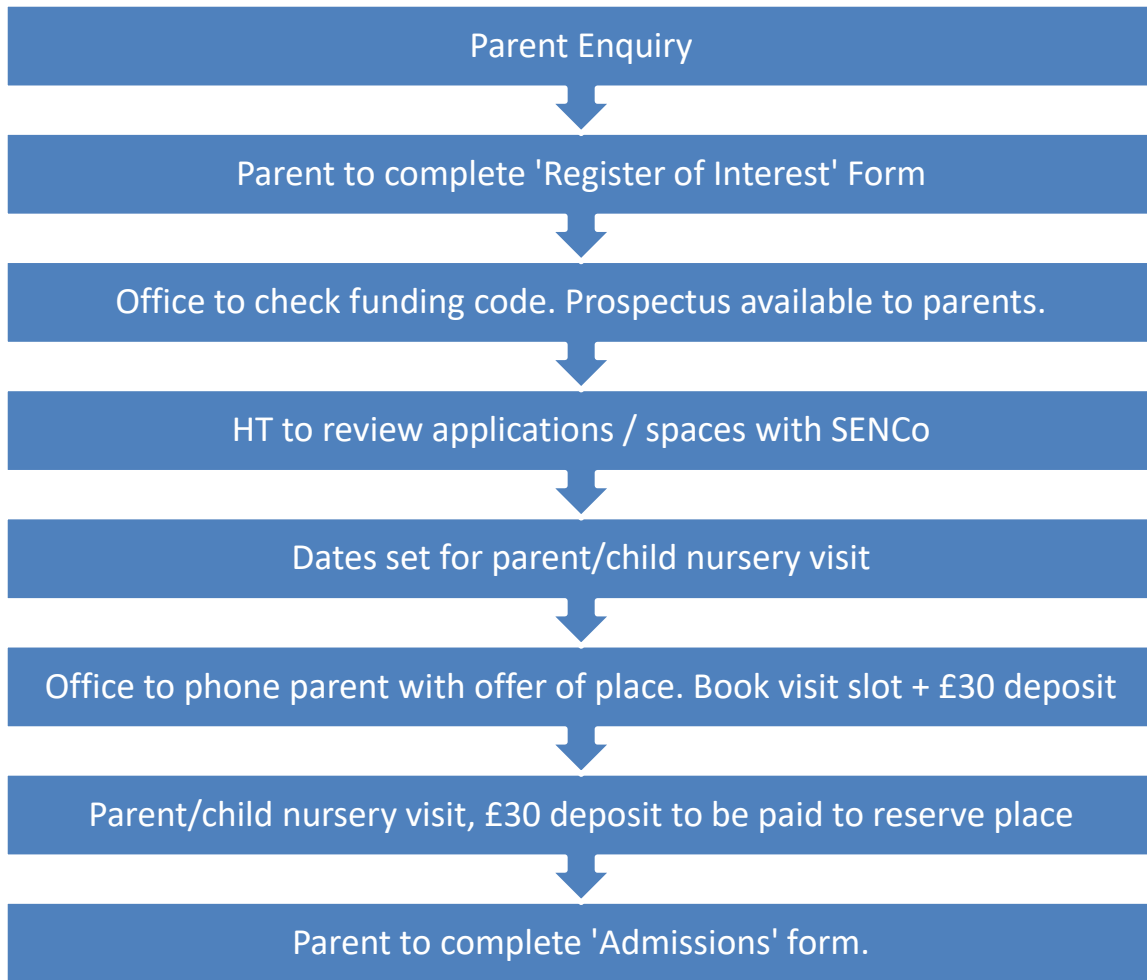
The Headteacher will ensure the Governors' Appeals Committee receive the written appeal within 3 school days. The Governors' Appeals Committee will have 10 school days to submit their evidence and send appeal papers to the panel and parties. An appeal hearing will be issued with at least 10 school days'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

### **Leaving Nursery**

We offer an all-through nursery provision until your child leaves to start Reception class in the September after their 4<sup>th</sup> birthday. If you plan to move your child to another setting at any other time, parents are required to provide the nursery with 4 school-weeks' written notice addressed to the headteacher. Without notice, you may find that you are unable to start a new setting as your funding code will not have been released by the nursery.

### **Admissions Process Flowchart**



### **Enrollment Process Flowchart**

