

# Clee Hill Community Nursery Admissions Policy

Places are allocated throughout the year and children can start in the Nursery once they turn two. Parents may choose a part time or full time placement - which can include half days - dependent on the needs of the child and availability of places. Once booked, these hours are set and parents will be charged regardless of attendance - if they are payable hours.

Applications for admissions can be made by contacting the school office for an application form or downloading one from our school website.

<http://www.cleehill.shropshire.sch.uk/clee-hill-nursery>

The maximum capacity of our Nursery setting is 24 children. The legal ratio of staffing is 1 adult to every 5 two year olds. Due to staffing, the Nursery will accept no more than 5 two-year-olds at any one session. If the Nursery is oversubscribed, the decision for a placement will be based on the following priorities:

## Oversubscription Criteria

Children with a Statement of Special Educational Needs or EHCP which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1: Looked after children and former looked after children (who are then adopted) as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

See \* and \*\* below.

Priority 2: Children already attending nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

Priority 3: Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

Priority 4: Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

Priority 5: Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

Priority 6: Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery. (Distance from home to school measured as a straight line on a computerised mapping system).

*\* A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.*

*\*\* A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society*

Applications can be made at any point during the school year. Any decision to offer or decline a place will be made within 4 working weeks of a request. For more information on how to apply for a place at Clee Hill Community Academy, please see the academy's separate admissions policy.

Please remember:

- Attendance at Clee Hill Community Nursery gives no guarantee that the child will gain a place at Clee Hill Community Academy.
- Parents/carers must apply separately for their child to go to any primary or infant school via their council. Entering your child's details on a school's list at an early age is not a formal application for a school place
- The child's usual home address determines whether they are in a particular school's designated catchment area.
- It is the parent's/carer's duty to ensure that they have obtained all the necessary information and the correct form on which to apply for a primary or infant school place.