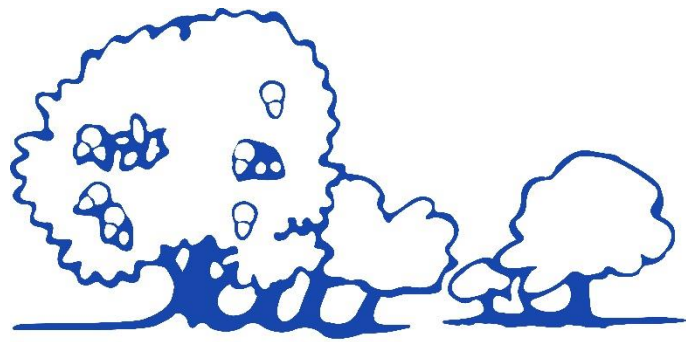




Chase Lane

Primary School and Nursery

NURSERY ADMISSIONS POLICY

Our school promotes perseverance, resilience and mutual respect. Working in partnership with families, we ensure that all children are given the best opportunities throughout their educational journey. Children at Chase Lane embrace challenge and make the best possible progress to enhance their life choices in an ever changing, diverse modern Britain.

November 2023

<i>Title:</i>	Nursery Admissions Policy
<i>Function:</i>	Information and Reference
<i>Subject Category:</i>	Management
<i>Audience:</i>	Staff, Parents and Governors
<i>Date of Review:</i>	Ocotober 2024
<i>Member of Staff Responsible:</i>	Headteacher

CHASE LANE PRIMARY SCHOOL AND NURSERY

Nursery Admissions Policy

Registration

Chase Lane Primary School and Nursery maintains a waiting list for Nursery admission. Parents can place their child's name on the list at any time, although places are not allocated on a first come first served basis.

- Parents should complete an application form, which can be obtained from the school office.
- A copy of the child's original birth certificate must be provided with the application form to confirm the child's name and date of birth.
- Completion of an application form does not guarantee a place.

Admission

Chase Lane Primary School and Nursery offers places, either full time (30 hours) or part time (15 hours allocated to 5 morning sessions or 5 afternoon sessions per week)

Children can start nursery at the beginning of the term following their 3rd birthday, provided there are places available.

- Approximately 6 weeks before the commencement of the term, parents with children on the waiting list will be contacted to confirm they still require a place.
- Parents will be invited to a session to meet their child's nursery teacher.
- Children will be offered taster sessions before admission.

Session times

There is a flexible drop off in the morning between 8.30 am and 9.00 am. The morning session ends at 11.30 am, with the option of staying 1 hour for lunch at a cost of £4.00, if spaces are available, to be paid either in advance or on the day.

The afternoon sessions start at 12.30 pm with the option of starting at 11.30 am for lunch at a cost of £4.00, if spaces are available, to be paid either in advance or on the day. There is a flexible pick up in the afternoon between 3.00 pm and 3.30 pm.

Funding

All three and four year old children are entitled to receive 15 hours free entitlement each week. To receive this free entitlement the Parent/Carer Agreement Form must be completed prior to admission and before the start of each term thereafter.

Parents cannot split the 15-hour entitlement between Chase Lane and another provider.

Criteria

In the event of over-subscription places will be allocated using the following criteria:

1. Looked After Children and previously looked after children
2. Children with a sibling attending the School.
3. Children living in the priority admission area.
4. Remaining applications

In the event of over subscription within any of the above criteria, priority will be determined by the straight-line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances, supported by medical evidence, may override the above (other than Looked After Children and previously looked after children).