

**SHEREDES PRIMARY SCHOOL AND NURSERY**

**POLICY AND GUIDANCE ON ADMISSIONS TO  
NURSERY**

**Academic Year  
2018/2019**

**Adopted: December 2017  
Review Due: July 2018**

### **Admission to Sheredes Nursery**

There are 60 places in our Nursery. Places are part time and are for five sessions per week in line with the core offer. Each session lasts 3 hours and will be for either five mornings or five afternoons.

Admission is subject to an application being made and places being available. For the academic year 2018-2019 children will be allocated a place for September.

Admission to the Nursery does not guarantee a place in the Primary school. Applications for Reception must be made on a separate application via Herts County Council.

### **Attendance**

Children can be considered for either a morning or afternoon place term time only. Parents can state a preference but the decision whether to offer a morning or afternoon place lies with the school and is made after careful consideration of all factors.

The Nursery sessions are as follows:

Session	Times	Hours	Additional Information	Allocated Places
Morning Session	8:35-11.35am	15 hours	Government Funded	30 places
Afternoon Session	12:30-3:30pm	15 hours	Government Funded	30 places

Should you require wrap around care or extended hours, for example if you qualify for 30 hours free child care, you are welcome to contact the private pre-school on our site: Sheredes Pre-School. Sheredes Pre-School is an officially recognised, but entirely privately administered and funded organisation housed in a classroom in the upper building. Lynne Sims is the registered provider. [sheredesps@hotmail.com](mailto:sheredesps@hotmail.com) Telephone: 07905030531

## **Admissions Procedure**

1. Nursery tours will take place from November through to March. Please ring the school office to book a date.
2. Application forms can be obtained from the school office or on our website. Once completed, the original signed form should be returned to the school office by 4:00pm, 8<sup>th</sup> March 2018.
3. All applications for places in the Nursery will be held by the school and considered between 9<sup>th</sup> March and 23<sup>rd</sup> March.
4. Parents will receive a letter of offer in the week beginning 26<sup>th</sup> March.
5. Places will need to be accepted in writing by 19<sup>th</sup> April.

## **Allocation of Places**

Children who have an 'Education, Health and Care Plan' which names our Nursery must be offered a place.

If at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

## **Oversubscription**

### **Criteria to be used in the event of oversubscription**

1. Children Looked After and previously looked after
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school
3. Children with a sibling at the school, unless the sibling is in Year 6
4. Distance from the school using the HCC website

## **Waiting Lists**

When the Nursery is full, a waiting list will be established in the oversubscription priority order. When places become available, children will be considered from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

## **In Year Admissions**

In Year applications for a place part way through a term will be considered by the Headteacher. If a place is not available, children will be placed on a waiting list.