



## Priestsic Primary and Nursery School

### Foundation One Admission Policy (Nursery)

The Co-Headteachers, Mrs Small and Mrs Hewitt, manage the admissions into Foundation One. It is important for parents/carers to understand that attending the school nursery does not secure a school place in main school. Admissions for main school are managed by the Local Authority.

There are three admission intakes in the academic year. These are the beginning of the Autumn term, the beginning of the Spring term and the beginning of the Summer term - providing Nursery is not full.

Children are admitted into Foundation One in the term or terms after they are three years old.

Foundation One operate a waiting list for admission. The waiting list is ordered by date of birth.

The details required include name, gender, date of birth, the child's address and postcode, contact details, if any siblings attend our school and their names and year group. It also requires additional information regarding any Special Educational Needs, disabilities, or health needs and if any professionals support the children, such as Social Services, Speech and Language Therapists or Health Professionals.

A brief list of the catchment area is located in the admissions folder, and is also available from the school office. The Nottinghamshire County Council Website <http://www.nottinghamshire.gov.uk/findmynearest> will be used to determine if addresses are in the catchment area for Priestsic Primary and Nursery School.

Places are allocated to children on the following criteria:

1. Home address is in the catchment area.
2. Children who have sibling/s in school (but who may not be in catchment).
3. Children whose home address is not in the catchment area. The children whose home address is not in the catchment area will be allocated by date of birth.

The initial admission process begins by contacting parents/carers via telephone or letter. Parents/carers will be contacted if the child is successful in receiving an offer for a Foundation One place. Parents/carers who are not successful in securing a place will not be informed unless they enquire through the school office.

This is then followed by a letter to confirm the child's place and session times, and to provide details of the Open Evenings and transition visits. Parents/carers also receive a welcome pack. The welcome pack provides parents/carers with valuable information about the nursery sessions and the learning which takes place, information booklets on how to prepare children for nursery and consent forms. In addition, the child's nursery teacher will phone the parents/carers in the half term before they start to find out further information about their child and to answer any questions the parents/carers may have.

Transition visits take place during the beginning of the term the child starts nursery. The Open Evenings and transition visits allows parents/carers and children to visit the setting, meet the staff and their peers. Parents/carers and children will also find out which keyworker group the children will be placed in.

This policy will be reviewed every two years.

Reviewed on July 2024

Signed by:

Chair of Governors Liz Kitts

Headteachers Cathy Hewitt and Jo Small

To be reviewed July 2026