

# Gems Nursery Admissions Policy

## Policy Statement

At Gems Nursery we intend to make our setting accessible to children and families from all sections of the local community, and aim to ensure that through open, fair and clearly communicated procedures.

## Procedures

- Places will be considered for a child seeking admission in the term after their 3<sup>rd</sup> birthday.
- Places offered **and accepted** under this policy will be available from the date the place is offered until 31<sup>st</sup> August following the child's 4<sup>th</sup> birthday.
- Letters for entry into Gems Nursery will be posted and where possible emailed. A response is required in **7days** after which if no telephone contact can be made the child's name is withdrawn from the list and the place offered to another child.

Where there are more applications received than places are available, places will be allocated in accordance with the following over-subscription criteria:

Children who have an Education and Healthcare Plan (formally and statement of special needs) that names the nursery will be admitted before the over-subscription criteria is applied

- Children in Care also known as Looked After Children and children who were looked after but ceased to be so by reason of adoption, a resident order or guardianship order;
- Children with a high level of need who have been referred by a social worker, Health professional, Pre-school specialist support teacher, Special needs officer or the traveller referral team;
- Children who have had their 3<sup>rd</sup> birthday before 1<sup>st</sup> September in the year of admission and have been attending Little Gems as part of the funded 2 year olds.
- Children living in the catchment area for the nursery who have had their 3<sup>rd</sup> birthday before 1<sup>st</sup> September in the year of admission.
- Children not living in the catchment area for the nursery had their 3<sup>rd</sup> birthday before 1<sup>st</sup> September in the year of admission.

Where a tie-break is necessary within a category priority will be given firstly to children who have a sibling attending the nursery or school at the time of admission and then by date of birth with the older child having priority.

Where more applications are received than places available, the over-subscription criteria will be applied and those children who are not offered places will have their details placed on a reserve list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on the reserve list in strict order of the criteria, not according to the date of application. If a place becomes available, the nursery will contact the parent/carer of the child whose name is first on the reserve list. A request from another parent for a child's name to be placed on the reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admission criteria.