

# Sir James Knott Nursery School



## Admissions Policy

**“Creating strong and lasting foundations for learning”**

**Certified as reviewed and approved by the Governing Body: 8<sup>th</sup> February 2017**

**Next review date:** Annually, consultation every 7 years.



## Admission at Sir James Knott Nursery School

**“We are kind and helpful and friendly to one another, we look and listen carefully, we use a quiet voice when indoors, we walk in nursery, we look after our things and makes sure we keep our nursery tidy, we make our teachers and our friends smile with kind words and actions, we love to be here and we make it a happy place!!”**

- A waiting list form must be completed for every child attending the provision.
- Waiting list forms will be transferred to electronic format and stored in the main school office.
- Contact details must be checked after a length of time to ensure that the information is still correct.
- Waiting list forms cannot be transferred from one provision to another.
- The child information form completed on admission must be completed for every child attending the provision.
- Child information forms must be checked at intervals and after absences to ensure that the information is still correct.
- Parents must be reminded to inform office staff of any changes to details.
- Registration Forms cannot be transferred from one provision to another.
- A parent/carer information sheet should be offered at the children’s first attendance to the provision. This should be available to parent /carers and if possible on display in the setting.
- Parent/carers should be advised that a copy of the Provision Policies & Procedures is available at the provision and that they may inspect them at any time.
- Admission to nursery school follows North Tyneside admission criteria and considers the following elements:
  - Sibling link
  - Geographical location
  - Any SEN requirements
  - Previous contact with school
- Appeals should be made in writing to the Headteacher as soon as possible. These will be considered by the Governing Body and a decision made within an agreed timescale. Parents will be kept fully informed at all times.

Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every 7 years.

**Designated Member of Staff:-** Mr J. Croft, Headteacher

This policy will be formally reviewed by the Governing Body on an annual basis or earlier if new guidance becomes available.