

Sir James Knott Nursery School



Admission Policy

“Resilient, reflective, respectful”

Certified as reviewed and approved by the Curriculum and Safeguarding Committee:	23rd May 2022
Adoption by Full Governing Body:	11th July 2022
Designated member of staff's responsibility:	Mr Croft- Headteacher
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 make 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 and on a shared drive.
- 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.
- All relevant admission paperwork must be handed back to school prior to the child starting. A start date will be delayed if paperwork is not received.
- Child information forms must be checked at intervals and after absences to ensure that the information is still correct.
- Parents/carers 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 parents/carers electronically and on our school website.
- Parents/carers should be advised that a copy of the Schools Policies and Procedures can be found on our school website. Hard copies can be printed out for parents/carers upon request.
- Admission to Nursery School follows the North Tyneside admission criteria and considers the following elements:
 - Sibling link
 - Geographical location
 - Any SEND requirements
 - Previous contact with the 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/carers will be kept fully informed at all times.