



**Robertswood School**  
**Nursery Class Admissions**

This document incorporates the present admission policy and procedures for entry to Robertswood Nursery. It sets out the criteria that the Governors will adopt in determining the admission of children to the Nursery and the Complaints Policy if a child is not offered a place.

**Admission Policy and Procedures**

The number of intended admissions to the Nursery Class for each academic year will be 30 per session. The earliest time that a child can join the Nursery Class is the half term after their third birthday. The Governors will in no circumstances consider an application for earlier admission.

Robertswood Nursery is a 'designated nursery'. The Governors have the responsibility for setting the admissions criteria to the Nursery. Parents do not have a statutory right to appeal to an independent panel in relation to Nursery admissions.

**Please note there is no automatic right to transfer from a nursery place to an infant place.**

**Applications for places in our main school Reception classes have to be made to the Local Education Authority in the academic year that a child turns 4 years old.**

All parents will need to complete an 'Application for Inclusion on Waiting List' form which can be obtained from the school office. In the term before their 3<sup>rd</sup> Birthday we will write to parents asking them what sessions they would like their child to do. On receipt of this request we will then be able to see whether we can accommodate your request for sessions dependant on availability.

Places are offered by the governors on a chronological basis, with the oldest children being offered first. At the start of each academic year the children that have already been attending the Nursery will be offered a place before any new admissions.

**Waiting List Policy**

Should Nursery reach its maximum admission number, children will be placed on a waiting list in priority order, according to the above criteria.

**Date of application will not be taken into account.**

**Home Visits**

DfE advice states that while home visits are not statutory, they do reflect good practice and we feel they are mutually beneficial. Home visits will be carried out in the term before your child starts Nursery e.g. Summer term for September entries, Autumn term for January entries, Spring term for April entries. Please see our Home Visits Policy for further details.

**Starting Nursery**

We offer flexible entitlement in our Nursery. In line with the new Government initiative of '30 hours extended entitlement', we will be offering 30 hour places to those eligible dependent upon the capacity within our Nursery at the time of your offer. For those who are not eligible we will continue to offer 15 funded hours with the option to purchase additional top up sessions. The introduction of

the new Government funding system will not affect our admissions policy and procedures, as detailed above.

The Department for Education have advised us that the 30 hours eligibility checker for parents to use is now available. Parents are able to apply for this funding via the website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). All eligible parents will have to provide us with an 11 digit authorisation code, which will be generated during the eligibility checking process.

The morning session runs from 8.30am until 11.30am and the afternoon session runs from 12.30pm until 3.30pm. In addition, we also offer a lunchtime club at an additional charge.

To allow for this induction to run smoothly, children will have a staggered entry into the Nursery, so that a small group of children can start each day, allowing staff, parents and children to become familiar with each other. These dates will always be confirmed in writing as it will depend on the number of new children. This is an essential part of the induction process for both new children and their families and the existing pupils.

### **Admission Criteria**

**No child will be refused a place because of gender, race, religious belief, academic ability or aptitude.**

A Complaints Policy is available should any parent be unhappy with the way in which their application has been considered. Details are available from the school upon request.

For further details please contact the school office:

Robertswood School  
Denham Lane  
Chalfont St Peter  
Buckinghamshire  
SL9 0EW  
01753 888327

**It should be noted that a place in Robertswood School Nursery Class does not automatically guarantee a place at Robertswood School. Applications for school places should be made directly to the Local Education Authority in line with the Admissions Policy for Robertswood School.**