



## **DALLIMORE PRIMARY & NURSERY SCHOOL**

### **ADMISSION POLICY**

#### **Admission to nursery for 2 year olds**

We offer places to children in the term following their second birthday. All places are offered to children whose parents are eligible to claim 15 hours funding. Places are offered when we can be certain of appropriate staffing levels as ratios of 1 adult to 4 children must be maintained. We aim to ensure that places are available but it may be necessary to place children on a waiting list whilst we recruit new staff. To ensure that this is fair for everyone applications are dated upon receipt and dealt with/ places offered in this order.

#### **Admission to Foundation Stage 1 (Nursery)**

We offer places to children in the term following their third birthday. All places are offered for 15 hours per week over 5 mornings or 5 afternoons, when places are allocated ensuring that there is always a good mix of boys and girls in both sessions. Whilst parents can state a preference for AM or PM it may not always be possible to meet preferences. Admission to Nursery is managed by school and it is therefore important that children's names are known to staff in school. As part of the admission process home visits are offered and also a series of stay and play sessions. We ensure that a place is reserved for any children who have attended our 2 year nursery and who wish to attend the 3 year nursery.

#### **Admission to Foundation Stage 2 (Reception)**

Admission to Reception is managed by Derbyshire County Council on generic admission forms. This can be done electronically or by post. Parents are notified by email or letter on the decision.

#### **Admission at other ages**

We believe that this school should serve its community. Children applying for a place at Dallimore will be given a place if there are fewer pupils in the year group than our admission number (currently 45). All parents should apply via the Local Authority, they in turn contact the school to confirm whether there are any vacancies, the Local Authority then contact parents/carers to confirm whether or not their child/ren has been allocated a place.

**Reviewed Jan 2018**

**Next Review Jan 2021**