



**Lingwood**  
Primary Academy

# **NURSERY ADMISSION POLICY 2016**

**Agreed by  
Local Advisory Board**

Date: .....

Signed: .....

To be Reviewed: Spring 2017



## **Introduction**

The admission process is administered by Lingwood Primary Academy.

Lingwood Primary Academy provides 26 nursery places for children in Lingwood and the greater Acle catchment area. the HEART Education Trust decides the admission number and the school has the responsibility for the offers of places in the Nursery.

Children may be admitted into the nursery at the beginning of the term following their third birthday, if a place is available and this is agreed by the local authority.

Lingwood Primary Academy offers five part-time nursery sessions each week throughout the school year. The times of these sessions will be as follows:

8.45am to 11.45am

If the Nursery is oversubscribed then places will be allocated on the following priorities:

### ***Children***

- For whom their Education Health Care Plan names the school
- Children in public care who are due to access nursery funding

### ***Children who live within the designated area and who***

- Have a sibling who is attending the school at the time of their admission
- Have no sibling connection with the school.

### ***Children who live outside the designated area and who***

- Have a sibling who is attending the school at the time of their admission
- Have no sibling connection with the school

In the event of over subscription in any of these criteria then those living closest to the School will be given priority.

## **Aims**

To serve children from the Lingwood Primary Academy catchment area and from the surrounding Acle Academy catchment area where possible.

- Where places are available to admit children at the beginning of the term following their 3<sup>rd</sup> birthday.
- To ensure continuity and progression through the provision of 15 hours free entitlement per week.
- To ensure as far as possible that there is equality of opportunity for all children with regard to entry into the nursery.

### **How our aims are achieved: organisation and procedures**

- Parents may apply for a nursery place for their child at any time prior to entry. Children's names will be recorded on the school's management system.
- In November, March and May parents will be notified if their child has been allocated a place by the school. Acceptance of the offered place will be required within a designated time.
- Once notification of a place has been given, parents and children will be invited to visit the nursery. Individual visits to meet the Nursery Teacher with the children at the beginning of each term in which they enter nursery will be arranged.
- Offers of places are for the nursery only. There can be no guarantee that children who attend the nursery will be offered a place in the main school. Parents will have to apply separately for a place in the Reception Class.
- The Academy has responsibility for allocating places.