



'What we learn with pleasure we never forget'

ADMISSIONS POLICY
2017 - 2018

CARLTON COLVILLE PRIMARY SCHOOL NURSERY ADMISSIONS 2017-2018

Carlton Colville Primary School is responsible for managing all admissions to the school Nursery.

The school Nursery has 52 spaces; 26 in the morning and 26 in the afternoon. Parents wanting to send their child to Carlton Colville Nursery will need to complete an application form; this is available from the school office.

The form must be completed and returned to the school along with the child's birth certificate by 18th April 2017.

We take children into our Nursery in the September following their third birthday - (date of birth between 01/09/2013 - 31/08/2014).

Applications for Nursery received after 18th April 2017 will be considered a "late application" and will be processed after spaces have been allocated to all on-time applications. Late applications will be processed using the same criteria as on-time applications. Parents will be advised if and when a space becomes available.

Early Years funding to schools is based on the number of sessions attended, therefore the school will allocate places first to children wanting 5 sessions per week; either every morning or every afternoon.

We will offer places to children in the school's catchment area according to the following priorities:

1. Priority will be given to:
 - a) Looked after children and previously looked after children - children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
 - b) Children with an Education, Health and Care plan which names the school Nursery.
 - c) Children who are the subject of a recognised Child Protection Plan which names the school Nursery.
2. Children who have a sibling at the school on the date they are due to start in the Nursery, who live in the schools' catchment area.
3. All other children in date of birth order (oldest to youngest), who live in the schools catchment area.

4. Children who have a sibling at the school on the date they are due to start in the Nursery, who live outside the schools' catchment area.
5. Other children in date of birth order (oldest to youngest), who live outside the schools' catchment area.

When the number of applications for admission exceeds the number of places available a waiting/reserve list will be kept following the schools' admissions criteria.

Siblings: children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

In any case where two or more children rank equally under any of the above criteria and there is only one place available, the oldest child by date of birth would be given the place. If two children have identical dates of birth, the child closest to the school ('as the crow flies') will be offered the place.

Once all children wanting five sessions or more have been allocated a place the school will use the same procedures to allocate any remaining places to children wanting fewer than five sessions. Priority will be given to those wanting the most sessions.

The School will write to parents by the end of the first week in May to advise whether or not their application has been successful. Parents will need to confirm their acceptance of the place, in writing, within 14 days; this can be done by returning the reply form attached to the letter.

If we have not received your acceptance by this deadline we will assume you do not require the place and offer the place to the next child on our waiting/reserve list.

Where it is not possible to offer a child a place they can remain on the waiting/reserve list and places will be allocated from the list as they become available. The waiting/reserve list will be ordered according to the admissions criteria but may change if late applications are added. If a space becomes available, parents will need to confirm their acceptance of that place within 14 days.

A place in the Nursery does not guarantee a place in the Reception year of the school.

At the appropriate time parents will need to complete a Suffolk County Council application form. School places will be allocated according to the Local Authority's published admission arrangements. The oversubscription criteria do not give any priority to children attending the Nursery.