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ASHBROOK INFANT AND NURSERY SCHOOL

ADMISSIONS POLICY

Aims

- To give children and parents as much information about Ashbrook Infant & Nursery School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures for Admission to Nursery

Our nursery provides 26 places. Parents are offered flexible sessions over 5 days (up to 30 hours)

Children may be considered for a place from the start of the term following their third birthday.

Children are admitted to the nursery in September. If any vacancies occur at other times of the year, children on the waiting list will be invited to attend.

Following Derbyshire County Council guidelines, priority for places is as follows:

1. Children who are on the Child Protection "at risk" register.
2. Children who are – or likely to be – the subject of a statement of special educational needs.
3. Children whose families are suffering severe social and psychological stress – which could significantly affect the child's development.
4. Other children from the normal area of the school.
5. Other children from the wider area served by the school.

In the case of 4 and 5 above, priority will be given to those children who have had their fourth birthday.

Procedures for Admission to School

At Ashbrook Infant & Nursery School children start school in the September before their fifth birthday.

Parents apply centrally through an online process at www.derbyshire.gov.uk
Telephone and paper applications can be made if access to the website is difficult and school will support with this.

The standard admission number for the school is 50. If this number is exceeded then the places are allocated based on the following priorities:

1. Children living in the normal area served by the school at the time of admission (including those living in another LA's area)
2. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission
3. Other children whose parents have requested a place

Where in the case of 2 or 3 above, choices have to be made between children satisfying the same criteria, those children living nearest the school (measured by the nearest available route) will be given preference.

Note "Living in the normal area", in 1 above is defined as the child having full-time residence in a residential property which is the child's only residence and which is either:

- owned by the child's parents or parent or guardian
- leased to or rented by the child's parents or parent or guardian under lease or written rental agreement of not less than 6 months duration.

Parents and carers are invited to look round school prior to indicating whether Ashbrook Infant & Nursery School is their choice. Open Day/Evenings take place in the Autumn term each year, in line with the application process going "live" on the DCC website. Visits can be arranged on an individual basis at any time of the year.

The Local Authority send out letters to parents at the end of the Spring Term allocating places. School receives the confirmation of offer letters the week before parents but cannot contact parents until offer letters have been received.

Once admissions are confirmed, we welcome each child and their family, and invite them to spend time with us in the term prior to the child starting school.