



ADMISSION TO CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

PRE-SCHOOL NURSERY

Age of Children on Admission.

1. Children can join us in The Nursery from the age of 2. Unless your family is entitled to receive 2 year old funding, please note that Government funding will not be available until the term after your child turns 3.

When to make an application.

2. Parents of new pupils should decide during which term they would like their child to join nursery. Parents of existing pupils wishing to increase the number of sessions their child attends also need to make an application.
 - a. If they want to join/have extra sessions during the autumn term (i.e. September to December), applications should be made by 30th June.
 - b. If they want to join/have extra sessions during the spring term (i.e. January to March), applications should be made by 30th November.
 - c. If they want to join/have extra sessions during the summer term (i.e. April to July), applications should be made by 1st March.

Applications can be made outside of these dates but the school cannot guarantee that places will be offered in time for the beginning of each term.

Families can apply for places to start at any time in the year (age restrictions above apply) in the 2-3 year old Nursery. We ask for patience while we process your application.

When and how we allocate places in Nursery.

3. Parents fill in an application form stating which sessions each week they are seeking a place for. A 'session' is a morning or an afternoon. There is no minimum number of sessions that must be applied for.
4. Immediately after 30th June each year we review the number of applicants for places in the September term. If we can physically take in all children for all the sessions asked for we will do so, and arrange to recruit the appropriate number of staff for the coming school year.
5. Immediately after 20th November and 1st March each year we consider the applications for the forthcoming term. If we can take in all applicants for all sessions asked for without increasing our staffing structure we will do so.

What happens if we cannot take in all children for all the sessions applied for?

6. If any session is oversubscribed, we will first look to see if we are able to admit additional children to that session by taking on additional staff.
7. If a session remains oversubscribed, we will then apply the 'oversubscription criteria' set out in the Primary School's Admissions policy.



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8. If any session has spare places, we will offer places to parents at these sessions. In the event that there are more parents seeking such places, we will again apply the Primary School's oversubscription criteria.
9. Please note we do not give any priority to a child just because they want more sessions than another. If you only want the sessions covered by the government voucher your application will not be treated less favourably than a child's whose parents are willing to pay for extra sessions.

Waiting lists.

10. We will operate a waiting list for each session. If places become available in a session we will fill them from the waiting list. If there are more children on the waiting list than there are places, then we will apply the oversubscription criteria. Places on the waiting list are not offered on a 'first come, first served' basis.
11. In deciding whether there are places available at a session, we will bear in mind whether places have already been offered to another child for the forthcoming term in accordance with this policy.

Appeals.

12. If you think we have not treated your application in accordance with this policy, you have the right to appeal to the School's Appeal Panel. If you think you need to appeal, please contact the school office for further help.

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