

## **PARK SCHOOL NURSERY - ADMISSIONS POLICY**

(Please read this document in conjunction with the Nursery “What Happens Next...” information sheet)

Further information and details can also be obtained from the School’s Admissions and Accessibility policies – available from the School Office on request.

### **1. INTRODUCTION**

- 1.1 Park School Nursery is a thriving Nursery for 3 months to 4-year-olds open all year round, from 8.00am to 6.00pm.
- 1.2 Deciding on the right Nursery for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Park School Nursery, to see for yourself how the children can develop their skills with the additional benefit of sharing the facilities of Park School.
- 1.3 Please contact the Nursery Admissions team via the School Office on 01202 396640 or by email to [admissions@parkschool.co.uk](mailto:admissions@parkschool.co.uk)
- 1.4 This policy has been authorised by the Senior Leadership Team of the School and the Nursery. Its status is advisory only. It is addressed to prospective parents and to all members of the teaching and administration staff.

### **2. THE ENTRY PROCEDURE**

- 2.1 Children are accepted into the Nursery at any time from 3 months, provided there are places and where this environment is suitable for the child.
- 2.2 The first step in the admissions process is to register their child so that their name can be included on the Nursery’s registration list. To do this they must pay the non-refundable registration fee of £80.00.  
  
The nursery requires that you choose a minimum of four sessions when there is sufficient availability. In the event that four sessions are not available, you may be able to choose less sessions upon agreement with the Admissions Manager. You will be advised when sessions do become available in the future so you will be required to book these at the time of registration.

### **3. EQUAL OPPORTUNITIES**

- 3.1 Park School and Nursery’s aim is to encourage applications from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today’s world.
- 3.2 Park School and Nursery is committed to equal opportunities for all pupils regardless of gender, race, ethnicity, religion, disability or social background.

### **4. SPECIAL NEEDS**

- 4.1 Park School welcomes pupils with special educational needs or disabilities providing that the school can offer them the support that they require and our site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child’s requirements with the Headteacher before registering for a place so that they can discuss thoroughly the adjustments that can reasonably be made for the child. Parents should provide a copy of an educational psychologist’s report or a medical report or the report of any other relevant professional childcare specialist if they have one. Following this meeting the Headteacher will advise the most suitable placement for the child.

## 5. ADMISSIONS CRITERIA

5.1 When offering places, consideration is given to the order in which children were registered on the waiting list. However, preference may be given as follows:

- to the children who are registered for the Reception class at School to children whose parents work in the School or in the Nursery
- children who are moving from Dean Park Day Nursery or Little Crickets Forest School

5.2 To register for a School place there is a separate admissions process which parents must complete. See the Admissions Policy - School for further details.

5.3 Letters offering a place are sent out once a child has been accepted. Parents wishing to accept the offer of a place are required to complete and return an Acceptance Form together with payment of the acceptance deposit of £400.

5.4 There is no formal entry test for children entering the Nursery. However, in Mini Maples/Maples it is important for pupils to be as independent as possible in matters of personal hygiene. In addition, it is expected that from the age of 2 years in the nursery your child will:

- be prepared to attempt to put on their own coat and shoes, etc;
- be able to sit at a table for a set period whilst eating and drinking;
- be able to play sensibly and sensitively with other children;
- Listen/look at the staff looking after them
- be able to answer simple questions and to explain their needs;
- be able to sit and listen to a story, play with a toy and look at a book for a few minutes;

5.4.1 In addition, in the Maples room

- be able to hold a pencil or crayon and be beginning to “mark make”;
- be able to wash and dry their hands; also
- be able to visit the toilet independently (most of the time).

5.5 A child in Maples should also be able to give a simple oral account of something that has happened.

5.6 With regard to a child’s conduct, they must:

- be able to respond with appropriate behaviour to instructions/requests made by nursery staff;
- be able to exercise self-control and co-operate with other children and Nursery staff, both in the learning area and in all play areas;
- be willing to listen and learn;
- be willing to join in.

5.6.1 The above criteria are the minimum expected for each child from 2 years old. If a child is unable to meet and sustain the majority of the above, the Park School Nursery reserves the right to defer or refuse entry.

5.7 During the registration process, children may be invited into the Nursery for familiarisation sessions. If a child is unable to meet and sustain the basic requirements set out in 5.4 to 5.6 above, the Nursery reserves the right to defer or refuse entry.

## 6. DISABILITY AND SPECIAL EDUCATIONAL NEEDS

6.1 The School and Nursery have limited facilities for some disabilities. However, we will do all that is reasonable to comply with our legal and moral responsibilities under the Equality legislation. This is in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Nursery can cater adequately.

6.2 The Nursery needs to be made aware of any known disability or special educational need which may

affect your child's ability to take full advantage of the education provided at the Nursery. Parents of a child who has any disability or special educational need(s) must provide the Nursery with full written details at registration, or as soon as possible thereafter, before accepting the offer of a place.

- 6.3 The Nursery requires this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater for the child both during the admission process and at Nursery if an offer of a place is made.