

Admissions Policy

At Ashgrove Nursery School, Staff and Governors are committed to providing an Admissions Policy which is clear, transparent and openly communicated to those with 3 and 4 year olds who are interested in applying each academic year.

Purpose and Scope

The purpose of this Policy is to establish an Admissions Policy which is administered by clearly defined criteria which is shared with parents/carers. The Policy is established in order to have consistency of practice and procedures in relation to admissions at our Nursery School.

When considering admissions, the Nursery School will adhere to DENI staff: child ratios along with legal space requirements as set out in the DENI Building Handbook.

The Nursery School will admit 78 children who are in their Pre-School Year and will only allocate places to those children in their penultimate Pre-School Year, should there still be places available at Stage 2 of the Open Enrolment Procedure, once all Preschool aged children's applications have been processed.

Relevant Documentation

DENI:

- Circular: 2018/16 - Open Enrolment in Nursery Schools and Nursery Classes
- Circular: 2018/17 - Open Enrolment Timetables for 2019-20

EA:

- Digital Transformation Updates
- Pre-Schools Admissions Criteria

Admissions Criteria and Acceptance of Places

The Department of Education (DENI) published timetable, DENI Statutory Criteria and the Nursery School sub-criteria, as agreed by Governors on an annual basis, will be stringently adhered to when making selections.

Applicants will be selected for admission by a delegated Governor Sub-Committee. Decisions made will be fully ratified at a subsequent Board of Governors meeting within the timeframe as provided by DENI.

Relevant details will be submitted to EA Open Enrolment Department by the deadlines set by Department of Education, using the processes put in place by EA.

Those parents whose child/ren are offered a place at our Nursery will be informed by the School in writing, by email, of their allocated session. This will be sent out on the agreed date as provided by DENI.

Parents will be asked to confirm their acceptance of a place for their child, in writing, by a given date and time. The need to do so, will also be detailed on the letter from the Nursery School. Failure to respond by the deadline provided will result in the offer of a place in the Nursery School being withdrawn and allocated to another child on the Waiting List.

Waiting List

The Nursery School Waiting List (See Waiting List Policy) will be drawn up, using the published criteria inclusive of the Department of Education's statutory criteria and the Nursery School's own sub-criteria. Parents who applied originally in the process, need not reapply.

Sessions Available

SESSIONS	TIMINGS	No.
Full Time Session	9:00 a.m. – 1:30 p.m.	26
Morning Session	9:00 a.m. – 11:30 a.m.	26
Afternoon Session	12:15 p.m. – 2:45 p.m.	26

Attendance is 5 days per week.

Parents' Induction

Once a parent has accepted a place at the Nursery School, on behalf of their child, they will be invited to a Parents' Meeting during the month of May/June prior to their child starting Nursery School. Parents must also complete various further information forms such as Special Educational Needs details/Background Information re: Collectors/Allergies/Consents, etc. (See also GDPR Policy).

At the Parents' Induction Meeting, led by the Principal and supported by the staff, parents will be given clear information as to what to expect on a range of relevant matters, including Child Protection/Safeguarding. Written copies of key details relating to Nursery procedures will also be provided by the Nursery School as appropriate.

Each parent will be provided with a Parent Handbook with supporting information on the year ahead at Nursery School. Parents will also be advised of the importance of their role during the child's initial days at school and how to best support their child during this time.

Details of the children's Open Afternoon and our Home Visits process will also be provided, along with a 'My Journey So Far' Booklet for parents to complete on their child's behalf, prior to their Open Afternoon.

If a child is admitted to the Nursery School after the Induction Evening, time will be set aside by the Principal/Class Teacher to explain the Induction Process.

Children's Visits

New intake children will visit the Nursery School with their parent/carer in the June prior to commencing Nursery School. A 'Summer Sharing' Booklet will be also provided at this time. This booklet details photographs of the Nursery School both inside and out as well as showing the staff who will be involved in the care and education of the children in the Nursery School. Parents are encouraged to familiarise their child with the content of this booklet over the summer months so that the memory of what is to come continues to be presented in a positive way.

If Doing Home Visits

Parents will be given a date and a one hour time slot for when staff will come to visit each child at home.

Staff will work in twos (adhering to Child Protection/Safeguarding Protocol). Parents will be informed of the staff members to visit, in order to heighten expectation with their child.

Children will be provided with a backpack for beginning Nursery School and their unique symbol for self-registration purposes.

Staff will have a proforma of information to be conveyed to parents including a reminder to use their Sharing Booklet with their child and the Parents' Handbook for further advice and guidance on Admissions.

The 'My Journey so Far' will be used by the Staff to support conversation with the child.

A photograph of each child who will be attending Nursery School will be taken by a staff member and placed in the relevant Nursery School Cloakroom Area in readiness for the child's first day.

An observation will be made of each child's response to the visit. This will be the beginning of the observation and assessment process for that child, along with any other relevant information forms already provided by the parent (See Transition Policy).

Parents will also be asked to supply a photograph of the family which will be framed and kept in the Quiet Rooms as an opportunity to link with home on a visual basis should it be required.

September Starts

The foundation of our Nursery Admissions Procedure is based on building relationships with the children and their parents. Our process aims to assist parents in helping their child feel comfortable in the Nursery and benefit from what it has to offer. The procedure is also designed to enable parents to feel at ease and welcome in the Nursery School.

To that end, whilst a phased intake is in place, with all children starting on the first day of term, children are supported on an individual basis, in a programme designed to meet their own unique needs.

Staff and parents will work in partnership at this time to ensure a sensitive and seamless transition from home to Nursery School (See Transitions Policy).

Timeframe for Admissions

The aim will be for all children attending the Part Time session classes to attend for their complete session within three weeks of starting (2.5 hours per day).

Those children in the Full Time Class will begin the lunch time routine by mid-October.

However, the above goals will be planned on an individual basis, as required, again, eliciting the support and cooperation of parents/carers.

There may need to be an alternative approach for those children with Special Educational Needs (See SEN & Inclusion Policy).

Special Educational Needs and Inclusion

In the case where a child has a Statement of Educational Need, provided by EA at the time of Admission, this child will be deemed supernumerary to the Nursery School enrolment number of 78 pupils.

All other pupils with perceived special educational/additional needs, will be admitted through the normal Open Enrolment Process.

Monitoring and Evaluation

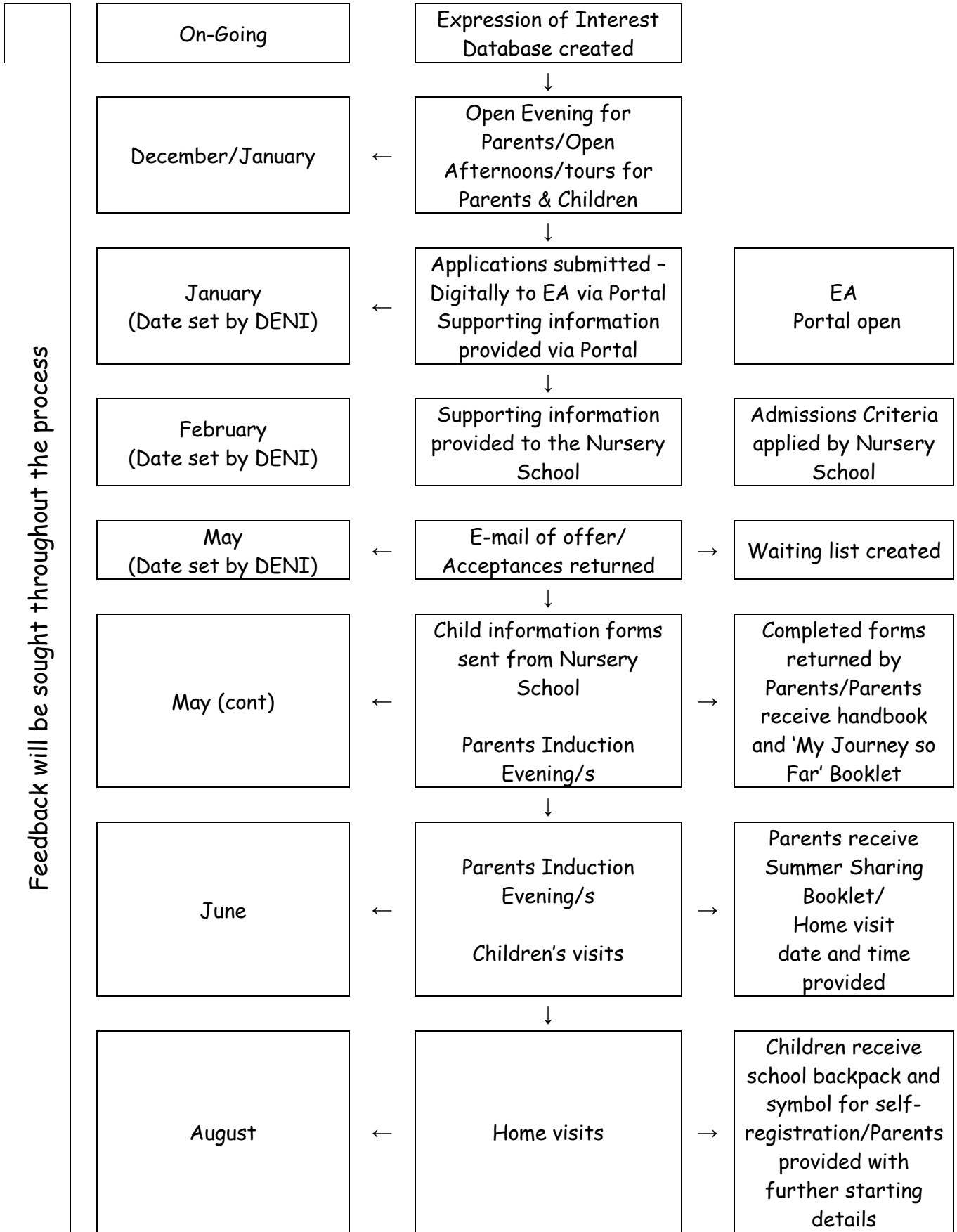
This Policy will be monitored in an ongoing way within the self-evaluative culture of the school. See also:

- Waiting List Policy
- Transitions Policy
- Child Protection/Safeguarding Policy
- Special Educational Needs & Inclusion Policy
- GDPR Policy
- Confidentiality Policy
- Observation and Assessment Policy
- Attendance Policy
- Staff Code of Conduct

This Policy was adopted by the Governors in 2019.

It was reviewed on 06/03/24 and will be further reviewed on an annual basis.

Admissions Flowchart - Ashgrove Nursery School



Nursery School Admissions Criteria Example -

See website or EANI website admissions page for up-to-date Criteria