

Little Tanglewood Nursery School

"Using the EYFS curriculum we aim to provide a broad and balanced learning environment to enable children to develop socially, culturally, emotionally, intellectually, physically, spiritually and morally. We aim to ensure that every member of the school community reaches his/her full potential and is Regarded as being of equal worth, irrespective of race, age, gender or ability."

Admissions Policy

Date Reviewed: Autumn 2017
Next Review Date: Autumn 2018

LITTLE TANGLEWOOD

ADMISSIONS POLICY

General

1. A child's name may be placed on the waiting list during the term in which he/she reaches his/her first birthday.
2. Children may not start at Little Tanglewood until they have reached their second birthday.
3. The deadline for applications for September admissions is the previous January 31st and the deadline for January admissions is the previous headcount day (usually mid-September). Any applications received after these dates will be added to a waiting list. Places will be allocated and parents/carers notified as soon as possible after these dates.
4. Parents/carers are contacted by telephone. **Please ensure your contact details are kept up to date.**
5. Admissions are for up to five 3-hour sessions per week, which can be taken as morning or afternoon sessions or a combination of both. Parents/carers can choose a variety of different sessions throughout the week, provided the sessions they request are available. These sessions would then be booked for a full term. The minimum number of sessions a child can attend is two per week. Please be aware that we **do not** offer full-time places and that children will have to leave the site during lunchtimes as no lunchtime cover is available.
6. When your child becomes eligible for three-year-old funding we cannot guarantee that we will be able to offer his/her full 15 hours entitlement at Little Tanglewood. However priority will be given to these children when allocating places for Tanglewood, where they will receive their full 15 hours.
7. Children and parents/carers are invited to visit Little Tanglewood before they are to be admitted.
8. It is the parent/carers responsibility to ensure that the school is aware of any siblings currently attending or on the waiting list for Tanglewood Nursery School.

Allocation of Places

In the event of oversubscription, places will be allocated using the following criteria in the order given. In exceptional circumstances a decision may be made on a case by case basis and at the Headteacher's discretion.

1. Looked-after and adopted children.
2. Emergency admissions with supporting documentation.
3. Siblings of children who are **currently** attending Tanglewood Nursery School. Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.
4. Children living the shortest distance from the school within the priority area, as defined by the map held at school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.
5. Children living outside the priority area as defined by the map held at the school. Within this group priority will be given to those living nearest to the school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.

Distance will be calculated as the walking distance from the home address to school using Google maps.

Applications received after 31st January for September admissions, or after headcount day for January admissions, will be added to the waiting list and offered a place when a place becomes available.

3-4 year old Funding

As a parent/carer of a child aged 3-4 years old, you can take up to 15 hours of free early years provision per week. This is known as your child's Free Early Education Entitlement (FEEE) and comes into effect the term after your child is 3. When your child becomes eligible for FEEE funding we cannot guarantee that we will be able to offer his/her full 15 hours entitlement at Little Tanglewood. You can share your FEEE between two settings which can mean Little Tanglewood and another pre-school, day nursery, maintained nursery school or class, or registered childminder.

Tanglewood Nursery School

If you would like your child to attend Tanglewood Nursery School you will need to put his/her name down on the Tanglewood Nursery School waiting list. Please see their Admissions Policy for further details.

Reviews

In the event of parents/carers being unhappy with the allocation of a place, they should speak, in the first instance, to the Admissions Officer. If still not satisfied with the decision, they should then speak or write to the Headteacher. If they need to take the matter further, they should then write to the Chair of Governors. In the event of parents/carers still being unhappy, the matter should ultimately be referred in writing to The Executive Director for People (Children and Adults), at Essex County Council, whose decision shall be final.