



## **Keyworth Primary School**

### **Admissions Policy**

This policy sets out the procedures for admission to Keyworth Primary School Nursery, and in-year admissions to other year groups. For admission to classes other than Nursery at the beginning of a school year applications must be made through Southwark.

#### **Admission to Nursery**

From the age of 3 all children are entitled to 15 hours of free Early Years education per week during term time. At Keyworth we have morning places, afternoon places and full-time places in each of our three nursery classes.

We aim to ensure that all sections of our community have access to our Early Years provision through open, fair and clearly communicated procedures.

Children are eligible for admittance to nursery in the term following their 3rd birthday. Applications are made by completing an application form available from the school office.

Applications must be received by June 1st for admittance in September of that year. Parents will be notified about the allocation of places by June 20th.

If the nursery is oversubscribed the following criteria will be used to allocate places:

- Children in the care of the local authority (Looked After children) or who have previously been in Local Authority care.
- Children with siblings already attending the school, who will still be on role at the date of admission of the new pupil (Siblings refers to other children living in the family unit at the same address). This includes children who have a sibling who has been allocated a reception place, even if they have not yet started school.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local Authority and the school that these can be best met at Keyworth, supported by current written evidence from an appropriate professional.
- Children for whom Keyworth is the closest nursery setting (measured as the crow flies from the main school gate).

Some of the full-time places in the nursery will be allocated by the school to children identified as having particular need of full-time provision. The other are privately funded places and will be allocated following the oversubscription criteria. If more than 10 children meeting the same criteria apply then those whose applications are received first will be allocated a place.

Children who are not allocated a place in the nursery will be placed on a reserve list and may receive a place if one becomes available during the school year.

#### **In-Year Admissions to Other Year Groups**

For enrolment in any year group after the start of an academic year parents must approach the office staff to enquire about the availability of places in the required year group. If a place is available parents or carers will be given an In-Year Application Form to complete and the child can be enrolled at the school with immediate effect. In the event that several applications are received at the same time and there are not enough spaces for all the applicants the



following over subscription criteria will be applied:

- Children in the care of the local authority (Looked After children) or who have previously been in Local Authority care.
- Children with siblings already attending the school, who will still be on role at the date of admission of the new pupil (Siblings refers to other children living in the family unit at the same address). This includes children who have a sibling who has been allocated a reception place, even if they have not yet started school.
- Children with exceptional medical, educational or social needs, where it is agreed by the Local Authority and the school that these can be best met at Keyworth, supported by current written evidence from an appropriate professional.
- Children for whom Keyworth is the closest school (measured as the crow flies from the main school gate).