



On 1st February 2023 the Governing Body of Camborne Nursery School and Family Services reviewed and agreed changes to the following Policy.

ADMISSIONS POLICY

All requests for information are replied to with an application pack and within one week. Each application pack contains:

- A school brochure and information about the school
- Stay and Play information
- An application form

Prospective Parents/Carers can visit the nursery by appointment whatever their child's age.

Waiting List

Applications are filed in birth-date order.

Places usually become available at the beginning of September and January and April.

The Head considers applications mid-term and then the Secretary deals with all allocation correspondence.

Parents/Carers are asked to reply within 2 weeks of receiving a letter. The place is re-allocated if no reply is received or if the place is refused.

Most places are allocated in birth date order and in line with the Carer's request for a morning or afternoon session, or a full day sessions.

However, if there are fewer places than children on the waiting list, the following criteria will be taken into account in the following order:

- SEN with an EHC plan and urgent referrals from outside agencies or CIC
- Age of child
- Siblings

If a child is not offered a place, the Parents/Carers are informed, and advised that they remain on the waiting list and will be re-considered for the next intake. They can appeal to the governors and the governor's decision is final.

Adopted: 9th October 2013

Reviewed on: 1st February 2023

Next Review: 1st February 2026

If places become available at other times the same criteria are applied.

The maximum number of pupils per session is 64 (52 children aged 3 and 4 year olds and 12 children aged 2 years old, or the equivalent ratios).

Once attending nursery parents/carers can access the other services available to extend the hours their child is attending including breakfast club and after school club.