



Nursery Admissions Policy

The Little Owls Nursery, which is part of Ruislip Gardens Primary School (RGS) operates two part-time sessions of 3.0 hours each day. This means that children can either attend in the morning or in the afternoon. Consistent and regular attendance at Nursery is expected. The Nursery has the capacity for 35 pupils in the morning Nursery session and 35 pupils in the afternoon session. RGS will not be taking up the option to offer 30 hours of childcare from September 2017 as our provision is not such that it can meet the many and varied requirements to provide this.

It should be noted that admission to any nursery, even those attached to a school, does not guarantee admission to the reception class of a particular school. Parents must follow normal procedures when applying for full time education as outlined by the London Borough of Hillingdon.

Children are admitted to the Nursery in September of each year once they have turned 3 years of age. Thereafter, if and when places are available, these will be offered for a January and April intake until the Nursery is full.

Admissions Criteria

N.B. These criteria will only apply when we are oversubscribed and therefore cannot admit all of the children whose parents are applying for a Nursery place.

1. All children who have registered on the Nursery Waiting List are recorded in age order.
2. All siblings (including blood, half, step, adoptive and foster siblings living at the same address), Looked After children and children with Special Educational Needs or Disabilities are marked for priority
3. Once the above criteria have been applied, places are offered according to distance that a child lives from the setting. A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of their school nights. In cases where a child spends equal time living at two different homes over the course of the year, the address that is most favourable to the application will be considered as the home address.

Admissions Procedures

- Parents register for a place on the Nursery Waiting List (via the school website or via the school office)
- The waiting list for the Nursery is kept in age order
- Parent's preference as to morning or afternoon is sought.
- Places are offered during the term prior to the intended start date
- Application forms must be completed and returned prior to the child's first day
- Parents are invited to attend a Stay and Play session with their child
- Parents are invited to attend a Briefing Session to hear information about the setting and to pose questions
- Parents are also invited to attend a 15 minute Parent Consultation meeting prior to their child's start date, or just after it where this is not possible. This and other consultation meetings will be with an appointed keyworker
- Nursery start dates are staggered during the first 2-3 weeks of term to allow children the chance to settle



Attendance and Loss of Nursery Place

Whilst attendance at Nursery is not statutory (statutory school age is from age 5) we do encourage pupils to attend frequently and regularly. This benefits the individual child and the other children in the setting. Whilst we do not formally report on Nursery attendance we do monitor children's patterns of attendance and where the following conditions apply we will make contact with the family to discuss further.

- If attendance and/or punctuality is poor or erratic the nursery manager will talk to parents to remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder.
- If after a period of 2 weeks attendance and/or punctuality remain poor a letter will be sent to the parents inviting them to meet with the Attendance Officer.
- If following the meeting there is no sustained improvement in attendance and/or punctuality within an agreed period then the child may lose their place; this decision will be taken in liaison with the Leadership Team. Parents will be notified of the loss of the place in writing. In any event where a child's attendance falls below 75% steps will be taken to discuss the removal of the nursery place for that child.
- If a child is absent for a period of 10 consecutive days without any contact from the parents and the school has been unable to make contact during this time, the child may lose their place and it may be offered to someone else. This will be decided by a member of the Leadership Team and will be confirmed to the parent/carer in writing.