



Admissions Policy

Rationale

Ludwick Nursery School aims to provide a fair and transparent admissions system. Ludwick Nursery School aims to offer a high quality early years education for families in the local community. Priority for places will be given to children from the local area and those attending Tree Tops and Squirrels Day Nursery however children will be accepted from other local areas if there are places available. Children eligible for a funded 2 year old place will be offered places in Tree Tops at Ludwick Nursery School.

Criteria for Admissions

As a maintained nursery school we follow the Hertfordshire County Council admission arrangements guidance. However we give preference to children attending Tree Tops and our onsite daycare at Squirrels Day Nursery. All Squirrels Day Nursery children will be placed in Ludwick Nursery School for their free nursery education, unless there are exceptional circumstances agreed by heads of both Ludwick and Squirrels.

2 year olds who are eligible for government funded free place will be offered a place for up to 15 hours in Tree Tops if a place is available. Priority will be given to children who will move onto Ludwick Nursery School for their 3 – 4 year old funded education.

For Nursery Aged children (term after 3rd birthday)

1. Children with a statement of Special Educational Needs naming the school
2. Children in public care (Children Looked After)
3. Children 'at risk' or with a Child Protection Plan
4. Other applicants:
 - a. Children with a particular medical or social need to go to the school
 - b. Siblings (at the time of entry)
 - c. Children already attending Squirrels Day Nursery or Tree Tops
 - d. Children of staff currently employed by Ludwick Nursery School
 - e. Any other children if a place is available at the time of application

30 hour extended childcare entitlement

The government introduced an additional 15 hour extended childcare entitlement from September 2017. Ludwick Nursery School will offer a limited number of places for these additional hours for children attending from 9am to 3pm. Other options for extended hours are available onsite from Squirrels Day Nursery.

Children of eligible families will be accepted for a 30 hour place in Ludwick if places are available.

1. Places will be allocated to children already attending Ludwick or Tree Tops
2. Places will be reviewed termly and parents must confirm their eligibility for a place on a termly basis.
3. Where a family is no longer eligible the extended hours will be withdrawn.

Tree Tops (term after 2nd birthday)

- Children who meet the current criteria for 2 year old funded place
- Children Looked After will be accepted on their 2nd birthday
- Other exceptional circumstances

Implementation of Policy

Admissions

- Parents may contact the nursery for more information by telephone 01707 323693,
- e-mail admin@ludwick.herts.sch.uk or in writing Ludwick Nursery School, Holwell Road, Welwyn Garden City, Hertfordshire, AL7 3RP.
- After contacting the nursery parents and carers will be sent all of the information necessary to make an informed decision about the nursery, and be offered an opportunity to look around on a normal working day.
- Information sent to prospective parents will include a website link and details of the Admissions Policy.
- Parents and carers will be advised to apply to Ludwick Nursery School and will be informed whether there is a place available for their child as soon as possible.
- Places will be allocated on a regular basis (at least termly)
- In the event of a place being available the parent or carer and child will be invited to visit for information sessions and a possible starting date will be discussed.
- On agreement of the terms and conditions of admission parents will be asked to complete and sign the Admissions Form to confirm their child's place.
- Once the admission is agreed in writing, the parent or carer will be contacted to arrange a date for the child's first session at the nursery school.

Waiting List

To ensure that admissions to the Centre are fair and transparent the following procedures will be followed:

- When a parent or carer makes an enquiry to the school and there is not a place available, the school's waiting list procedure will be explained fully and a copy of the Admissions Policy sent to the parent or carer.
- The waiting list is managed in accordance to the criteria for admissions set out above with priority given to children from Squirrels Day Nursery and Tree Tops. The school will advise the parent or carer at the time of application on an approximate timescale before a place becomes available. However this cannot be guaranteed and does not form a binding agreement.
- When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within fourteen days the next person on the waiting list will be contacted and offered the available place.
- If the parent or carer still wishes to take up the place for their child they will be asked to complete the Admissions Form and Emergency Contact and Medical Forms and agree a start date for their child.

Roles and Responsibilities of Headteacher, Other Staff, Governors

The **Headteacher** will ensure that:

- Children are admitted in accordance with this policy

- Where places are available, children are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents and admitting children.

The **governing body** will ensure that:

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- The admission arrangements are made available to parents and potential parents
- An admission's register is kept up to date

This policy was adopted on:

November 2017

Full Implementation:

January 2018

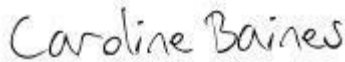
Review Date:

September 2019

Headteacher: Karen James



Chair of Governors: Caroline Baines



Any queries or concerns about admissions to the Centre should be discussed with Karen James, Headteacher Ludwick Nursery School: Telephone: 01707 323693
Email: admin@ludwick.herts.sch.uk