



Admissions Policy

Based on Model Policy	No
Review Body	Full Governing Body
Date Issued	November 2021
Review Frequency	Bi-annually

Version	Date	Notes
1	November 2019	
2	November 2021	

Ludwick Nursery School is committed to:

Safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Promoting the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including “extremist” views, will be actively challenged.

Together we are building a better tomorrow

ADMISSIONS POLICY

**Ludwick Nursery School
Holwell Road, Welwyn Garden City, Hertfordshire. AL7 3RP.**

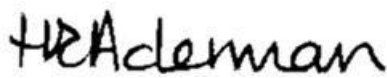
Policy Review

This policy will be reviewed in full bi-annually.

The policy was last reviewed and agreed by the Governing Body in
November 2021.

It is due for review in November 2023.

Signature:



Date: 13.10.2022

Head Teacher

Signature: Stefanie Murphy

Date: 13.10.2022

Chair of Governors

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, our two year old room with some allocated places for children at Squirrels Day Nursery. 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 along with a limited number of places for children attending at Squirrels Day Nursery (onsite shared provider). Squirrels Day Nursery children will be placed in Ludwick Nursery School for their free nursery education 15 hours in either a morning or afternoon place, unless there are exceptional circumstances agreed by Head teacher at Ludwick and the manager of Squirrels. 2 year olds who are eligible for a 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 Tree Tops or Squirrels Day Nursery*
 - 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 at Ludwick

Ludwick Nursery School offers a limited number of places for parents eligible for hours. Our offer is Monday to Friday from 9am to 3pm (with the option to pay for an extended day 8.45-3.30pm) term time only.

For families requiring other options for extended hours, these 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 are allocated on a first come first served basis.*
3. *Places will be reviewed termly and parents must confirm their eligibility for a place on a termly basis.*
4. *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. New parent “show round days” are available at certain times of the year.
- Information will be sent to prospective parents including a website link with details of our 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 following the school's published timeline.
- Places will be allocated on a regular basis (at least termly) in year admissions will be accepted if a place is available
- 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.
- **Please note that visits to the school and face to face meeting with teachers days have temporarily suspended due to Covid 19)**

Waiting List

To ensure that admissions to the School 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.
- The waiting list is managed in accordance to the criteria for admissions set out above with priority. 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

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