



Forward Together

☒ War-rag War-barth

Penpol School Nursery – Admissions Policy

Policy Agreed: May 2023

Next Review Date: September 2023

If you have any questions about joining our nursery, please don't hesitate to get in touch:

- secretary@penpol.cornwall.sch.uk
- 01736753472

At Penpol School, we proudly serve our whole community and seek to make admissions to our nursery as accessible and equitable as possible.



You can call us on 01736753472 to receive this information over the phone if you would prefer.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and, where required, spoken form.
- We will provide translated written materials where this is required.
- Waiting lists are held for each start date where necessary.
- We describe our setting and its practices in terms that make it clear that it welcomes all kinds of families.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being an additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. All information will be held securely and within legally prescribed time frames.

Admissions

- At Penpol Nursery, we provide spaces for 3 and 4 year olds.
- Our main admissions of new children take place at the beginning of each new term in September, January and April. We aim to make formal offers of places two terms prior to admission where possible.

- Contrary to Reception admissions, we operate admissions processes for our nursery and allocate sessions to new children through our Waiting List.
- We process nursery applications at the following times:
 - The beginning of April for those starting nursery in September.
 - The beginning of September for those starting nursery in January.
 - The beginning of January for those starting nursery in April.

If, at these points, we have fewer spaces than applicants, our **oversubscription criteria** will apply. Please see below.

- **During the initial setup of our nursery and due to the reduced timescales, it will be necessary to operate admissions slightly differently. In this case, applications will be invited and processed as they are received.**

In order to apply for a place, please get in touch using the details below.

- secretary@penpol.cornwall.sch.uk
- 01736753472

Oversubscription Criteria

The following are shown in order of priority.

- A:** Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangements order, or special guardianship order.
- B:** Children for whom there is a professional recommendation for nursery education at Penpol School Nursery on the basis of the child's special educational needs.
- C:** Children identified as vulnerable by Children's Services professionals.
- D:** Children with a brother or sister (including children living as siblings in the same family unit) due to be on the school or nursery roll at the time of admittance (including those due to be admitted at the same point and placing in Group A-C on the oversubscription criteria).
- F:** Children of staff at Penpol School.
- G:** Other children in the year before they start school.
- H:** Other children based on the proximity of their home to the school gate, in a direct line.

Allocation of Sessions and Places

- We try to be flexible about the allocation of morning and afternoon sessions and endeavour to accommodate preferences provided that this does not disrupt the pattern of continuity in the setting or prevent other new children from joining the Pre-School.
- Requests for any changes to sessions should be made at least two terms in advance wherever possible.