



## CASTLE LOWER SCHOOL - NURSERY APPLICATION FORM

Please complete in block capitals

**CHILD'S NAME** .....

**DATE OF BIRTH** .....

**ADDRESS** .....

.....

**POST CODE** .....

**HOME TELEPHONE NUMBER** .....

**MOBILE NUMBER** .....

Do you have any other children at Castle Lower School? If so please list below

.....

Do you have a preference for a morning or an afternoon place? If so please state

Morning  Afternoon  No preference

Does your child have any special needs? .....

Signed ..... Parent/Guardian

Please print your name .....

---

Office Use Only

Date form received ..... Date input on computer .....

## Castle Lower School Nursery Admission Policy

There is a separate policy statement for admissions to the Reception class and parents and carers should be aware that attendance at the Nursery class does not necessarily guarantee subsequent admission into school for primary education.

This policy has been formed by Castle Lower School Governors in agreement with the admission department of the local authority.

The policy is:-

1. That the Governors will admit no more than 60 children into the Nursery each year.
2. That the Nursery admits children aged 3 and 4 from the local school community only until such time as there are insufficient children in the area to fill the Nursery. The local community is defined as the catchment area of the school.
3. That children who have reached the required age for Reception admission (Their 5<sup>th</sup> birthday is between the 1<sup>st</sup> September and the 31<sup>st</sup> August in a given year) will not normally be permitted to attend the Nursery, unless there are exceptional circumstances, such as the child having severe Special Educational Needs.
4. That children are admitted to the Nursery chronologically when there is a space available.
5. That all places are part - time in order to be able to offer as many places to children as possible.
6. That the children are admitted in the Autumn and Spring Terms. Those children who are three years and three months old by the 1<sup>st</sup> September will be admitted at the beginning of the Autumn Term. Those children who are three years and three months old by the 1<sup>st</sup> January will be admitted at the beginning of the Spring Term. The admission list is finalised half a term before the children are admitted.
7. That parents are asked whether they would like a morning or afternoon place when they register their children, although this cannot be guaranteed. They are free to change their minds until they accept the place subject to availability.
8. That with the interests of children in mind children will not normally be changed from one session to another.
9. That parents do not lose their Nursery place if they wish to keep their children at home with them longer and a place will be kept for a future admission date.
10. That if a parent agrees that they do not wish to take up their full allocation of 5 part time sessions that the sessions not taken will be offered to other parents whose children do not have a place in the Nursery already.
11. That families are given the opportunity to meet Nursery staff in their own homes before the children are admitted.

### OVER-SUBSCRIPTION CRITERIA

Where the number of applications on behalf of children exceeds 60 the Governors will offer places, in the order stated, using the following criteria:

1. Looked after children
2. Children with a Statement of Special Educational Needs that stipulates Castle Lower School
3. Children who are in catchment area and have siblings already in the school
4. Children in catchment area by chronological age
5. Children outside the catchment area by distance from the school (measured to the central point) and by chronological age.