

# Admissions to Goresbrook Nursery Policy 2023-2024



## Goresbrook School

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1. Goresbrook School Nursery is a publicly funded nursery affiliated to Goresbrook School. Admission to the Nursery may not guarantee a place in Reception in Goresbrook School the following year.
2. Our Nursery capacity is for a total of 42 children (22 full time spaces and an additional 10 AM session spaces and 10 PM session spaces)
3. Applications are invited for **September 2024** from families whose child is born between **01/04/2021** and **31/08/2021** and for **January 2025** from families whose child is born between **01/09/2021** and **31/12/2021**.
4. Families wishing to apply for a place at Goresbrook School Nursery should complete an application form (available to download from the website [www.goresbrookschool.org.uk](http://www.goresbrookschool.org.uk) or from the school office).

## Oversubscription criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below, in the given priority order:

Priority 2 Children who have a sibling (brother or sister) at the school when they are due to start (row files.)

- a.) Pupils with statements of Special Educational Need will not be subjected to the School Nursery if their statement nominates the School as being the most suitable.
- b.) A looked-after child is a child who is or was:  
In the care of a local authority: or being provided with accommodation by the local authority under their social services duties (see definition in Section 22(1) of the Children Act 1989.)
- c.) For admission purposes we consider a 'looked-after child' to be a child currently in care guardianship order immediately after leaving care.  
'sibling' means:  
A full brother or sister:  
A half-brother or half-sister:  
A stepbrother or stepsister and an adopted or long-term fostered brother or sister: living at the same address and going to the named school (not including the school's nursery).  
All siblings must be names on the application form. If they are not listed on the form, we cannot take them into account.
- d.) The child's name must be the permanent address where they live with their legal guardian. This should be the address for Council Tax and where any Child Benefit is addressed.
- e.) All distances are measured from the centre of the child's home to the school's main gate.
- f.) When children have an equal claim to a place because their measurements are the same (for example, from a block of flats., we will use a lottery system. (random allocations) to offer places to children.

- g.) Children who have attended Goresbrook School Nursery will be given priority in applications to reception. They must follow the same process as all applicants.

## Accepting or rejecting your Nursey Place

You will receive a letter to the address on your application form offering your child a place. This will have a tear-off acceptance slip which must be returned to the school on the date shown on the letter. Alternatively, you can call the school office or email the address on the letter to confirm acceptance.

If you reject your place or if we do not hear from you by the date shown on your offer letter, we will cancel your application. If you then wish to reapply you will need to complete a new application form and start from scratch.

If your child does not attend the Nursery and we do not hear from you within one week of their start date. They will be taken off roll and their space reallocated. A brand-new application form would then be required.

## Waiting list

The Nursery will maintain a waiting list for applicants who are unsuccessful obtaining a place in Nursery for at least one term in the academic year of admission. The criteria for selecting applicants set out above will apply in choosing children on the waiting list. To fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

If the Nursery is full and a child is on our waiting list. They will be considered at the end of the next round for the next cohort. For example, if a child applied in January but the Nursery remains full, that child remains on our waiting list and then is considered along with the application that are assessed in the first window for September admissions.

## In-Year Admissions

Pupils may apply at any time to join the Nursery in-year. Applicants must complete the application form and submit it to the office. Applications are considered in accordance with the criteria outlined above. When a space arises in-year the school will conduct the applicant at the top of the waiting list and inform them. The Nursery will also contact the applicant and arrange a home visit.

Where there are no spaces available for in-year transfer the waiting list will be held and outlined above.

## Review monitoring

This policy will be monitored throughout the year and a review will take place following the completion at each admissions process. The policy will be reviewed annually and updated as necessary.

## Date Protection

All personal information collected herein will be stored in accordance with the Data Protection Act 2018. It will not be passed to any other party except for another lawful purpose. For details on your rights in relation to Data protection see [WWW.ico.gov.uk](http://www.ico.gov.uk)