



Hordle Explorers Nursery

ADMISSIONS POLICY FROM SEPTEMBER 2016

1. ADMISSION

- a. Admission to Hordle Explorers Nursery does not constitute any right of entry to the Hordle CE (VA) Primary School, and places to the school will be allocated according to that school's admissions policy.
- b. Children with a Statement of Special Educational Needs, where Hordle Explorers Nursery is named in the Statement will be allocated a place. Whenever decisions are being made, after the stated children are allocated a place, if there are more applicants than places then the admission criteria below will be used to decide which applicants will be offered a place. If there are fewer applicants than places, all applicants will be offered a place.

2. ADMISSION CRITERIA

My child has a statement of Special Educational Needs or Educational Health Care Plan naming Hordle Explorers Nursery
My child is a "looked after" child , or is subject to an Adoption, Residence or Special Guardianship Order
My child, or someone in my family, has a serious social or medical condition that makes it essential that my child attends Hordle Explorers Nursery
At the time of admission, my child will have a sibling on roll at Hordle Explorers Nursery or Hordle CE (VA) Primary School
My child resides within the catchment area of Hordle Explorers Nursery
My child lives outside the catchment area of Hordle Explorers Nursery but our family is able to demonstrate Christian Commitment
I am/will be a member of staff at Hordle Explorers Nursery or Hordle CE (VA) Primary School at the time my child will be admitted to Hordle Explorers Nursery
Other

3. IN ALL CASES ABOVE

If there are not enough places within a criterion above, age will be used to decide which children will be offered a place, with older pupils receiving higher priority. For the purposes of admission, parents will be required to produce an original Birth Certificate for their child.

4. HOW TO APPLY

You must complete a Hordle Explorers Nursery Admission Form available from the school website or the school office.

If you wish to use the Christian Commitment Admission Criteria to support your application you must also complete a Supplementary Information Form (SIF). This form can be found at the end of this policy.

5. WHEN TO APPLY

If you would like your child to come to Hordle Explorers Nursery, you must complete an Application Form and send or bring it to Hordle CE (VA) Primary School.

The Governors of Hordle Explorers Nursery will consider applications in accordance with the admission criteria. They will let parents know by letter of their decision where possible at least two terms before admission.

6. SECURING YOUR CHILD'S PLACE AT HORDLE EXPLORERS NURSERY

If your child is offered a place, you must confirm your acceptance to the school within two weeks of receiving your offer. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the **Governors**.

Acceptance is secured upon the receipt of the hours confirmation slip on the offer letter and a completed Hordle Explorers Nursery Registration Form.

7. WHO CAN APPLY

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

8. MAKING A DECISION

You are warmly invited to visit Hordle Explorers Nursery before applying for a place. Visiting Hordle Explorers Nursery will help you understand what makes our setting distinctive and you will be in a better position to know whether Hordle Explorers Nursery is the right placement for you and your child. Visits will be organised through the school office or email hen@hordleprimary.co.uk

9. THE AREA SERVED BY THE SCHOOL

The Local Authority catchment area for Hordle Church of England School is referred to as "The Area Served by The School", this is also the catchment area for Hordle Explorers Nursery.

A map of this area served by The School form part of this policy document.

10. THE ADMISSION AUTHORITY

The Governing Body of Hordle Church of England Primary School and Nursery (The Governing Body) is the admissions authority for Hordle Explorers Nursery. Only the Governing Body can decide, using the Admission Criteria above, which children can be offered a place at Hordle Explorers Nursery.

11. FURTHER INFORMATION

If you require further information about applying for a place at Hordle Explorers Nursery, please contact the school or email the nursery.

HORDLE EXPLORERS CONTACT DETAILS

Address:

Hordle Explorers Nursery
Hordle Church of England (Aided) Primary School.
Hordle Lane,
Hordle,
Hampshire
SO41 4FB

Tel: 01425 611657

Email: hen@hordleprimary.co.uk

12. LEGAL STATEMENTS

This policy has been made in accordance with the The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of The Governing Body.

13. HOME ADDRESS

The home address, used for the term 'living inside' and 'living outside', means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent the Governing Body will take the home address to be the address at which:

the child lives most of a school week; Or, where the child lives at each address for equal parts of a school week, then the address nearest to The School as determined by the Local Authority distance measuring system.

14. CHILDREN OR FAMILIES WHO HAVE A SERIOUS SOCIAL OR MEDICAL CONDITION

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at Hordle Explorers Nursery is essential rather than any other pre-school. You must also describe the difficulties that would be caused if the child had to attend another setting.

The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

15. SIBLINGS

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

16. MOVING HOME & UK SERVICE PERSONNEL & CROWN SERVANTS

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School).

17. CHRISTIAN COMMITMENT

Parents applying under any of the Christian Commitment criteria must complete a Supplementary Information Form (SIF), which can be found at the end of this document.

It must be completed and returned to Hordle Explorers Nursery with your application form.

18. DEFERRED ENTRY INTO YEAR R

Parents have the right not to send their children to school until the beginning of the term following their fifth birthday. If you are considering deferring your child's admission to Year R, please ask the Nursery for an information leaflet and then make an appointment with the Head Teacher as soon as possible.

19. WAITING LIST

When all available places have been allocated, Hordle Explorers Nursery will operate a waiting list. Parents should confirm with Hordle Explorers Nursery that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by The Governing Body according to the criteria of this admissions policy with no account being taken of the length of time on the waiting list. Looked after and previously looked after children and those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list.

The waiting list will be reviewed and revised

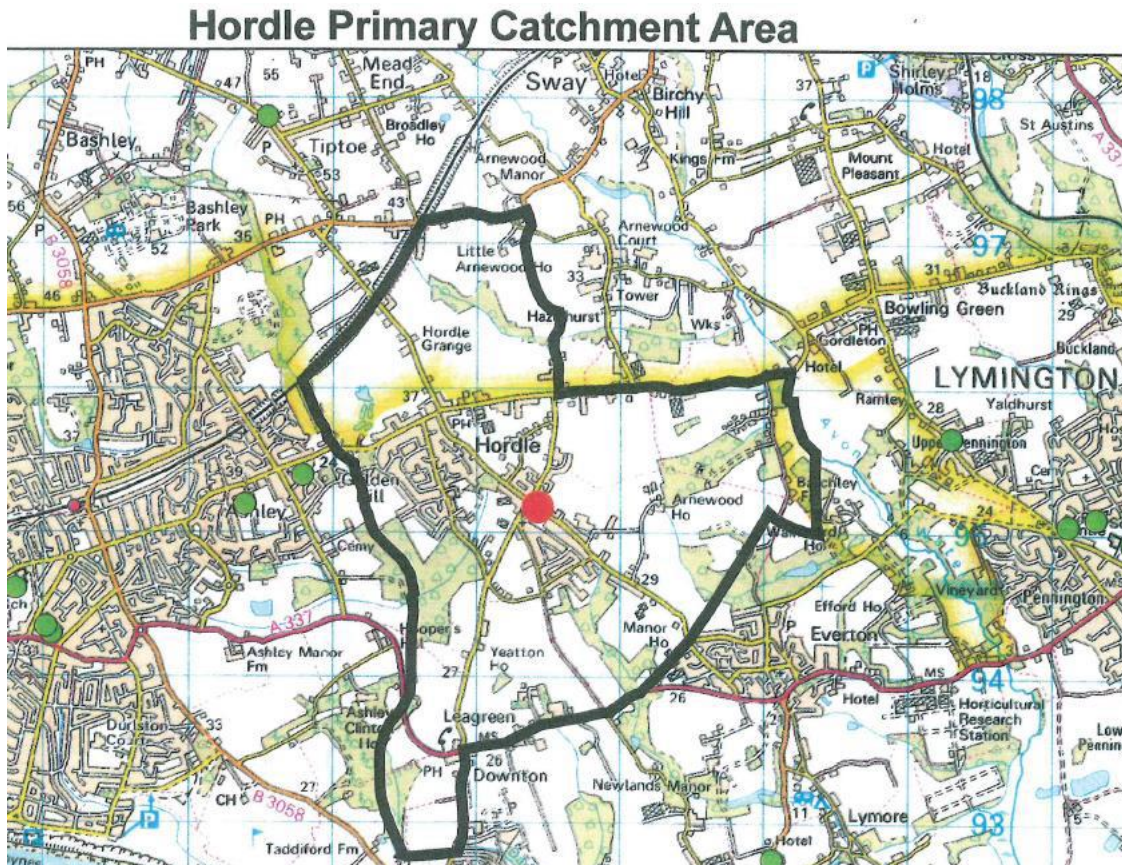
- each time a child is added to, or removed from, the waiting list

- when a child's changed circumstances will affect their priority

20. WARNING

Please understand that your child's place at the nursery may be withdrawn for non payment of fees. See Terms & Conditions.

21. MAP OF AREA SERVED BY THE SCHOOL



**Hordle Explorers Nursery
SUPPLEMENTARY INFORMATION FORM**

Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Christian Commitment of you or your child.

You must complete this form, have it signed by an authorised church official, and submit it with your application form to the school office at Hordle CE (VA) Primary School.

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at your church, or the church school you are applying to, who has been authorised to verify your declaration)

I _____	(Parent Name)
_____	(Address)
Being the Parent of _____	
	(Child's Name)
	(Child's Date of Birth)
applying for a place at Hordle Explorers Nursery declare that I/my child have attended worship at the church named below.	
Please give the name of the church you attend in the space below. Thank you.	
Name of Church:	
Parental signature (Please sign below)	Please print your name below.
Date:	

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

I verify that the information given above is correct.	
Signature	
Please print your name	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Your contact address / telephone	

The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.

For Hordle Explorers Nursery Use Only

Accepted by Hordle Explorers Nursery as a verified Christian commitment declaration and signed on behalf of the Governing Body by

Name of person signing on behalf of the Governing Body.	Name	Signature	Date
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When completed and signed by the church official please return to Hordle Explorers Nursery with your application form.