



Hamilton Primary School



INVESTOR IN PEOPLE

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NURSERY ADMISSIONS POLICY

Subject to the criteria set out below, children will be admitted to the Nursery at the beginning of the term after their fourth birthday, without reference to gender, ability or aptitude. The number of children in the Nursery will normally be up to 25 in the morning and up to 25 in the afternoon.

Applications must be received by the end of the term prior to the term in which the child becomes four.

Once children with statements of special educational need have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

- 1) Children in Public care 'Looked after children' (any child looked after by a local authority in accordance with section 22 of the Children Act 1989)
- 2) Children whose normal home address[#] is within the area normally served by the school, (catchment area)
- 3) Children who will have a sibling (brothers or sisters of whole or half blood, or any other child - including an adopted child - who resides at the same address and for whom the parent/guardian also has legal responsibility) in attendance at the school at the time of entry.
- 4) Children with exceptional medical or social needs, supported by written evidence from a medical doctor, social worker, education welfare officer or other appropriate person
- 5) All remaining applicants

If the school can offer places to some but not all applicants under any criterion, the school will use an electronic random allocation system to decide which of the children within the criterion in question should be offered the available places. The use of electronic random allocation will be independently monitored.

Late applications will not be processed until all timely applications have been allocated.

Once all places are allocated, children will be placed on a waiting list in priority order. Priorities are likely to change, subject to the criteria above, as new applications are made or individual circumstances change.

In the case of twins, triplets, etc, if the school is unable to offer places to all the siblings, the following would apply: the first born will be offered the available place, or if time of birth is not known, the places will be offered in first name alphabetical order.

* Definition of "Parent" this is defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility for the child or young person or
- Any person who has care of the child or young person

Application forms should be filled in by a person who is the child's "parent".

[#] Definition of "normal home address":

The address should be where the parent and the child live and evidence of this is required in the form of a utility bill, rent book or mortgage statement showing the address concerned. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one where he or she spends most of the school's week as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at Nursery.

It should be noted that a place in Hamilton Nursery does not automatically guarantee a place at Hamilton Primary School. Applications for school places should be made in line with the Admissions Policy for places at Hamilton Primary School.