



Pondhu
Primary School

M-33 Nursery Admissions Policy

Date of First Agreed:	January 2013
Date Review:	Summer 2016
Date of next Review:	Summer 2017

NURSERY ADMISSIONS POLICY



AIMS

This policy is to ensure that all applications for a Nursery place in Pondhu Nursery are processed in a timely, fair and equitable way.

PROCEDURE

1. All applications must be received in writing on the agreed school application form.(Appendix A)
2. These will be responded to by letter acknowledging receipt of the application and a proposed term of admission, subject to places being available. (Appendix B)
3. The Governors Admissions Panel will meet on the first Friday of each month to review the applications received by that date. If the school is not open the next available Friday will be the date of the meeting.
4. The Panel will use the agreed current Cornwall County admission over subscription criteria for Reception Classes as the framework on which to base their decisions.
5. The Nursery teacher will ensure that any available places are offered to current pupils who may require further sessions prior to each admissions meeting and report any changes of availability to the Headteacher.
6. All relevant applicants will be informed in writing of the outcome of the meeting
7. There will be a written record of the meeting that will be reported to the full governing board at the next full board meeting.

APPEALS AND COMPLAINTS

1. Any appeals should be made in the first instance to the Vice Chair of Governors who will endeavour to resolve the issue.
2. If this process is not successful then the schools formal complaints procedure should be used.

POLICY REVIEW

This policy will be reviewed annually.