



## **Ghanshyam Nursery School**

'Laying the foundations for life'

S.K.S.S. TEMPLE, WESTFIELD LANE, HARROW, HA3 9EA

020 8909 9389

# Admissions Policy

Updated: [September 2021](#)

Presented and Agreed by Governors:

Review Date: [September 2022](#)

## Admissions Policy

Ghanshyam Nursery School is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery School has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

### **Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The nursery school does not have an agreed admission number nor any limitation by OFSTED. The nursery is generally over-subscribed due to various factors.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- If the nursery school is not oversubscribed, all applicants will be offered a place.
- In the event that the nursery school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.
- We arrange our waiting list based on the order the completed application form is received. In addition, our policy may take into account:
  - the age of the child, with priority given to children who are eligible for the free entitlement – including eligible two-year-old children;
  - the length of time on the waiting list;
  - ~~- the vicinity of the home to the setting;~~
  - whether any siblings attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.

- We offer funded places in accordance with the Code of Practice and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We place the children in the rooms that we feel is right for their age and stage of development, and do not just consider their age.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

#### Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the nursery school is not oversubscribed, all applicants will be offered a place.

In the event that the nursery school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The nursery school defines social and medical need as any evidence from a professional body which has diagnosed a child but not necessarily a doctor's letter. The nursery school requires the above as supporting evidence if you are making an application on the basis of social or medical need.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or

- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

Priority may not be given to children with siblings who are former pupils of the school.

The governors reserves the rights of admission.