



Nursery and Nursery Plus 2 Admissions Policy

Millbrook Combined School and Nursery

Introduction

Millbrook is an inclusive school that welcomes children from all backgrounds and abilities. Parents who wish to visit the school are welcome to do so by making an appointment through the school office (01494 524791).

Entitlement

Nursery Plus 2

We offer funded places for 2 year olds and rising 3's in our Nursery Plus 2 setting based in the Wycombe West Children's Centre attached to our school. This setting comes under MAC (Millbrook Activity Club). Children entitled to this funding are referred to us through the Children's Centre, or other professionals. Children can attend Nursery Plus 2 the term after their 2nd birthday.

Nursery

All three and four year olds are currently entitled to 15 hours free early education per week, for 38 weeks per year during term time. This is currently offered as five 3 hour sessions per week, mornings or afternoons only.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthday.
1 Sept and 31 Dec	Spring Term
1 January and 31 March	Summer Term
1 April and 31 August	Autumn Term

An application for admission earlier than this would only be considered in exceptional circumstances of a recommendation from the Learning Difficulties and Disabilities team or Social Services for early entry in the term the child becomes 3 years of age. Children with Statements of Special Educational need that name Millbrook School will always be admitted.

The Admission Number

The admission number is set taking into consideration the staffing levels and physical limitation of the space available in the Nursery. The admission number at Millbrook allows for up to 39 places in both the morning and afternoon sessions. In Nursery Plus 2 this depends on the adult to child ratio available.

Applications

Parents may apply at any time for a place for their child. Parents should use the application form available from the office or MAC. Parents will be

notified of a place for their child by the school office. All applications will be considered by the Headteacher. The application will be acknowledged in writing. Parents will be informed of an allocation of a place at least half a term before their start date.

Allocation of Places (oversubscription criteria)

In the event of there being a greater demand for admission than there are places available, then children with a Statement of Special Educational needs, naming Millbrook, have highest priority. Once places have been offered to these children, the following criteria will be applied in the order set out below:

Nursery Plus 2

- 1) Children who are eligible for funding
- 2) Children who have a sibling living in the same family unit, in the school catchment area, who is attending Millbrook already.
- 3) Children who have a permanent address within the school catchment area.
- 4) Children who have a sibling living in the same family unit, in the school, who is attending Millbrook already but live out of the school catchment area.
- 5) Children who have a serious medical, physical or psychological condition which makes it essential that they attend Millbrook, rather than any other early years setting. These reasons must be fully supported by written confirmation from the professional persons involved with the family.
- 6) Children with exceptional social or family needs which makes it essential that they attend Millbrook, rather than any other. The application must be supported by written evidence provided by a Social Worker, a Welfare Officer or an appropriate person associated with the family.
- 7) Private use - paid sessions.

Nursery

- 1) Children who have a sibling living in the same family unit, in the school catchment area, who is attending Millbrook already.
- 2) Children who have a permanent address within the school catchment area.
- 3) Children who have a sibling living in the same family unit, in the school, who is attending Millbrook already but live out of the school catchment area.
- 4) Children who have a serious medical, physical or psychological condition which makes it essential that they attend Millbrook, rather than any other early years setting. These reasons must be fully supported by written confirmation from the professional persons involved with the family.
- 5) Children with exceptional social or family needs which makes it essential that they attend Millbrook, rather than any other. The application must be supported by written evidence provided by a

Social Worker, a Welfare Officer or an appropriate person associated with the family.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available. The waiting list is constructed according to the oversubscription criteria outlined above. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria, unless exceptional circumstances apply - in which case evidence will need to be supplied. Parents will be asked if they wish to remain on the list. For children who are in our Nursery Plus 2 setting as rising 3's who are eligible for Nursery places but there are no places available - they can stay in our Nursery Plus 2 setting until a place becomes available.

Multiple births or children with birth dates in the same year

Only in extreme circumstances, where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places may be offered even if this may result in the Nursery going above the admission number.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place by the date specified in the letter. If parents do not respond to the letter, the school will contact the parents. Failure to respond may result in the place being withdrawn and, in the case of an oversubscribed Nursery, a place offered to the next on the waiting list.

Parents are requested to advise the school office at any stage, if you are not accepting the place for any reason.

Exceeding capacity

Whilst there is no statutory right of appeal in the case of an unsuccessful application to Millbrook Nursery and Nursery Plus 2, parents do have the right to appeal using the Governor's complaints procedure. Governors will be prepared to consider a further application. More information may be obtained from the Governing Body.

Admission to school

Attendance in the Millbrook Nursery and Nursery Plus 2 **does not** guarantee admission to the Reception classes at Millbrook. A separate application for admission to Reception will have to be made in accordance with the local authority admissions scheme.

DW May 2013