

Oasis Academy Don Valley Admission to Nursery

Process for Application for Nursery:

- Parents may submit an application at any time for a place for their child.
- All parents applying for a place will be given a copy of the admissions policy and procedures that are in force at that time
- The admissions policy and procedure and application forms will be distributed to parents, upon request, by the Academy.
- Applications will be considered each term and any vacant places will then be offered.
- Where there are more applications than places, all applications will be considered using the oversubscription criteria only.
 - The offer of a place will be prioritised according to age. This means that the oldest children from the term after their third birthday will be given priority.
 - In the event of a place becoming available and two or more applicants have the same date of birth; priority will be given first to children with a sibling within the same family unit at the Academy and then to the earliest date of application.
- All information given by the parent / carer / legal guardian will be regarded as confidential, but will be made available to those considering the application.
- Admission to nursery (FS1) is not a guarantee of a place for a child in to the Academy Reception classes (FS2).
- Children are eligible for nursery from the term after their third birthday if a parent is applying for a statutory nursery place or from the term after their second birthday if a parent is applying for a Free Early Learning (FEL) place. Therefore, children will be admitted at the beginning or during any of the three terms (autumn/spring/summer) subject to the availability of a place.
- The Academy will endeavour to provide 4 FEL places per AM/PM session at the start of each academic year and where ratio will allow.

Date of Birth of Child	Term in which child is eligible to be considered for entry	Application Deadline
1 April – 31 August	Autumn Term (Following Summer Holiday)	Last Friday before half term of the summer term
1 September – 31 December	Spring Term (Following the Christmas Holiday)	Last Friday before half term of the autumn term
1 January – 31 March	Summer Term (Following the Easter holiday)	Last Friday before half term of the spring term

- The Principal and at least one other member of staff will determine the admissions.
- Staff will liaise with other bodies (e.g. Local Authority, Health, Social Services, Pre-schools etc.) as appropriate to secure more information about the child's individual play / care / learning needs.
- The Academy offers 15 hours provision per week for each child Monday to Friday (either AM or PM slots) it does not offer a mix of am or pm.
- If a child has SEND the Academy will work with parents/carers to ensure there are no barriers to learning. This may include a longer settling in period where the Academy will support parents/carers and children in working towards accessing their full entitlement.
- Parents will be offered the first available slot be this AM or PM, if this is not suitable applications can be held until / if such time a preferred slot may become available.
- Allocation will be at the discretion of the Principal.
- Parents will be informed as soon as possible after their application has been considered.
- All children due to start in any particular term, will be given a common starting date. Where there are large numbers of children due to start in the same term, these will be phased in over a short period of time.
- Familiarisation visits will be held with all children, this will include a home visit by a member of the Academy staff.

Non UK Citizens

- A child moving to England from another country is entitled to free early learning on the same basis as any other child regardless of whether they have British citizenship.
- Temporary residents including children with working mothers/fathers/carers, students and asylum seekers can claim free early learning funding on the same basis as any other child.
- Children visiting or on holiday to the UK from abroad cannot access free early learning funding.

Attendance – The Academy maintains the same process for attendance across all phases of the Academy

- Parents/carers need to contact the Academy if their child is unable to attend any session.
- Attendance will be recorded and monitored, in line with all phases of the Academy.
- First day response calls will be made if no contact is made.
- Parents and carers are requested to make medical appointments outside session times to ensure full attendance
- Holidays will be in line with the rest of the Academy.
- Parents and carers are requested to make every effort to ensure holidays are taken in holiday time.
- Parents and carers are requested to ensure their child arrives punctually at the start of every session.

- If the Academy deems a child's attendance to be unacceptable, this may lead to their place in Nursery being withdrawn and passed to the next child.