



# Admissions Policy - Nursery

Statutory

Reviewed: April 2023

Next Review Date: September 2024

Role Responsible: Head of School

## **Humberstone Infant Academy Nursery Policy for Admissions**

### **Introduction**

Humberstone Infant Academy is a popular Infant 3-7 school. It became part of Odyssey Educational Trust Multi Academy from April 2016 and as such the Directors are the admissions authority and have responsibility for determining admission arrangements within the statutory framework including consideration of the Admissions Code of Practice.

The nursery offers 15-hour morning sessions which has an agreed admission number of 39 places.

### **Places for three-year olds**

Children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available. At Humberstone Infant Academy children join our nursery at the start of the academic year in the Autumn term following their third birthday. When the nursery is over-subscribed for a three-year-old place details will be added to the waiting list.

### **Procedures for Admission**

The school will inform parents and guardians of the outcome of their application during the preceding Summer term to children who will be three by 31st August of that year. If an applicant is offered a place they must confirm acceptance directly with the school as soon as possible and by the date stipulated in their offer letter. The final decision with regard to admission will in the first instance be determined by the date of receipt of application. Where the nursery is oversubscribed it will maintain a waiting list in order of the date of application.

Admission to a school's nursery does not guarantee admission to the reception class at the school. Applications for Reception (Foundation 2) must be made on a separate application and be submitted by the statutory deadline in order to be considered.

### **Timetable for Autumn 2024 admissions**

- 31st March 2024 Deadline for receipt of applications
- 5th May 2024 Nursery outcome letters will be sent by first class post
- 19th May 2024 Deadline to accept or decline offers of a place

### **Late applications**

Applications received after 31st March 2024 will be treated as a late application and will be considered after 19th May 2024.

**In year admissions**

Applications received after 1st September 2024 for admission to the nursery class will be treated as an in-year admission.

**Publication of Admission Arrangements**

Humberstone Infant Academy will publish its admission arrangements each year once these have been determined by publishing details on the school website.

- copies being sent to the offices of the Local Authority
- copies being made available without charge upon request from the academy

**The Published Arrangements will set out**

- name and address of the Academy and contact details
- numbers of places and application for those places in the previous year.