



## Stocksbridge Nursery Infant School

### Nursery Admissions Policy

Where spaces are available, Stocksbridge Nursery Infant School Nursery accepts all children following their 3rd birthday.

#### **Registration and Requirements**

To register a child, you must:

- Complete a registration form with a member of the school admin team. This can be done when your child is any age.
- You will be required to show the school office staff the child's original birth certificate or passport, whose number will be recorded for our files (if you wish to apply for the free entitlement).

#### **Admissions**

##### **Priority of Admission**

Following a child's 3rd birthday, a written offer of a place will be sent to the address on our records as soon as a place becomes available. Priority is based entirely on the child's date of birth.

##### **Offering Your Child a Place**

Places will be offered as follows:

- **September entrants** will be notified of their places by the **previous May**.
- **January entrants** will be notified of their places by the **previous October**.

##### **Accepting Your Child's Place**

You must accept the offer of a place in writing ASAP as allocation of preferred sessions is decided on a first come first served basis. We ask that you reply within **two calendar weeks**, otherwise the place could be re-allocated. Your child would remain on the waiting list for the next entrant point.

##### **Appeal**

If a place or requested sessions are unavailable, parents have the right of appeal to the Full Governing Body. Parents will need to write to the Full Governing Body detailing their reasons for appealing against the decision.