



## LATCHMERE SCHOOL NURSERY ADMISSION POLICY 2024/2025

Children are eligible to join our Nursery in the September following their 3rd birthday provided there are places available. Latchmere School offers both universal funded places (15 hours) and extended hours places (30 hours). Universal funded places are either AM (8:30am to 11:30am) or PM (12:30pm to 3:30pm) and all children are entitled to the 15 hours funded places. Extended hours places are full time (8:30am to 3:30pm) which equates to 35 hours a week, 30 hours are funded and the additional 1 hour a day is accessed using our Nursery Lunch Club (11:30am to 12:30pm) which is chargeable at £5 per session plus the option to purchase a hot meal at £2.50 per meal.

Parents are welcome to complete an application form from September 2023. For admission to nursery in September 2024, the closing date for applications is **Friday 1<sup>st</sup> March 2024**. Parents will be notified of the outcome by **Friday 3<sup>rd</sup> May 2024** at the latest.

There is no fixed catchment area. However, as there may be insufficient Nursery places for the demand, priority will be given in the following order:

1. **places will be offered firstly to Looked After Children** ie children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from a social worker);
2. **places will be offered next to children who have a brother or sister**, including an adopted, foster, half- or step- brother or sister, living at the same address who is attending Latchmere School at the time of admission;
3. **places will then be offered in cases of exceptional family, social or medical need** (which must be described on the application form and verified by professionally supported evidence) which makes this school the most suitable one for the child;
4. **places will then be offered to children of members of staff** who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. **the remaining places will be offered to children who live nearest to the school**, as measured by a straight line to the nearest school gate. All distances will be measured using the School Admissions computerised Geographical Information System.

These criteria are used until all the available spaces are filled, and they are then used to draw up the waiting list for the school. The distance from home to school, criterion (4), is used as a "tie-breaker" if there are more applications than places under criterion (1), (2) or (3). For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

**Places are not offered on a 'first come, first served' basis.**

All applicants will receive an **email** no later than **Friday 3<sup>rd</sup> May 2024** to notify them whether or not their application has been successful. Unsuccessful applicants will be placed on a waiting list and if a vacancy occurs a place will be offered to the child first on the list. The waiting list is kept in the same priority order as above, with those applying by the closing date being considered before any late applicant. This list is kept until the beginning of the autumn term when a new list is drawn up in accordance with the admission criteria above. At that point, it does not matter if the application was received after the closing date.