



### **Admission to the Nursery**

Devonshire Primary School is responsible for allocating all nursery places and applications are made directly to the school. The school are responsible for allocating places based on the admissions criteria.

There are 26 places for each of the afternoon and morning sessions. There is one main intake for the Nursery each year, which will be in September.

Applications for admission for entry to the Nursery for the beginning of the term after the child turns 3 must be made and submitted to the school by the closing date as set on the school's website [www.devonshireprimary.org/school-admissions/admissions-to-devonshire-nursery](http://www.devonshireprimary.org/school-admissions/admissions-to-devonshire-nursery).

The earliest that a child will normally be considered to join the Nursery is at the beginning of the September following his/her third birthday. It may however, be possible for younger children to gain a place starting mid-way through the year, subject to the availability of places. Further information is given available on the school website

Devonshire Primary School is responsible for allocating places in the Nursery in accordance with our published admissions criteria.

If the Nursery is over-subscribed Devonshire Primary School will maintain a waiting list according to our published oversubscription criteria.

Once an offer has been accepted an Admission Booklet will be emailed for completion.

Parent/Carers can express a preference for a morning or an afternoon place in the Admission Booklet. The Nursery staff will allocate children to either morning or afternoon sessions taking into account any preference expressed where practicable. Requests for morning places always exceed the amount of places we have available. Parents/Carers will be offered a visit to the Nursery and a home visit. Some flexibility may be available as to the allocation of morning and afternoon sessions between individual children if their parents/carers can agree a satisfactory arrangement.

Nursery Admissions from the waiting list will not be offered a home visit and the offer will be for a specific morning or afternoon place.

### **Admission to Reception**

Devonshire Primary School is a community school. Therefore, the London Borough of Sutton (LBS) is the school's admission authority and responsible for admissions to the school.

The school will act in accordance with directions given by LBS as to admissions. Details of the admission arrangements, criteria and final dates for applications are published by the Admissions team of LBS for each year of admission. See [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions).

The school's governing body and LBS have agreed that the published admission number for Reception is 90.

Applications for admission for entry into Reception in the September after the child turns 4 must be made online at [www.sutton.gov.uk/admissions](http://www.sutton.gov.uk/admissions) and submitted by the closing date as described in the LBS Starting School booklet. Places are allocated on the basis of the preferences that are shown on the application form. In the case of over subscription, places are allocated according to the admissions criteria set by the LBS.

**An application for admission to Reception is required from children who are in the Nursery. No priority is given to children who are in the Nursery.**

The Reception group is divided in 3 classes with a maximum of 30 children per class. Staff will divide the classes to ensure a spread of ages and gender. Parents must let the school know when they accept their child's place if there are any factors they wish us to take into account when arranging the classes. The school will consider all requests but cannot guarantee to meet them.

If Reception is oversubscribed, LBS will maintain a waiting list according to its published oversubscription criteria until the date specified in the LBS Starting School booklet. Parents/carers should contact LBS by the specified date if they wish their child's name to remain on the waiting list. After that date parents/carers must complete a mid-term application form in order for their child to be placed on the waiting list. Applicants will be ranked and any places allocated from that list in accordance with LBS published criteria.

Once the school has been informed that the offer of a place at the school has been accepted, staff will contact the parent/carer to offer an introductory talk and session and to arrange a home visit.

In order to ensure that children have the best possible start at school, children initially attend for a morning session, building up to a whole day when ready. Most children will stay for the whole day within a week of starting school.

**Casual admissions to the school**

The LBS is responsible for dealing with mid-term admissions. These are admissions to the school other than admissions to the Nursery and Reception as described in the preceding sections of this policy.

If there are more applications than vacancies available, a waiting list will be maintained by the LBS and applicants will be ranked and any places allocated from that list in accordance with LBS published criteria.

**Relationship to other policies**

This policy should be read in conjunction with the school's Equality policy and all policies referred to in that policy.

**Roles and responsibilities of Headteacher, other staff and governors**

The Headteacher will ensure that pupils are only admitted in accordance with this policy.

All staff are expected to follow this policy when advising prospective parents and admitting pupils.

The governing body will ensure that admission arrangements are published in the prospectus and the website and are made available to parents and prospective parents.

**Review**

This policy will be reviewed annually in the Summer term.