Low Road and Windmill Music Federation and Windmill Daycare



EYFS Admissions Policy

September 2023

**EYFS Admissions Policy**

**Applying for Foundation 1 – Low Road (Nursery) places**

If you would like your child to attend Low Road Nursery you should contact our school office 0113 2716051 and make an appointment to meet with either the Head of Early Years, Miss H. Moore or the Nursery teacher, Miss A. Donaldson. We will then invite you and your child to come and meet us and look around our Nursery. Whilst you are visiting we will arrange a home visit. Once we have visited you and your child at home, we can then make an informed decision with yourselves about whether we can offer your child a place and if so, the sessions that would be most suitable. Once your child is offered a place, they will receive either 15 or 30 free hours across our sessions.

The admissions procedure will commence in accordance with the ‘waiting list’ i.e. that of the oldest first. Children are admitted the term following their third birthday.

Parents will be notified by phone call of the availability of a place and an appointment will be made for you to begin your child’s settling in visits. Each child will have a personalized plan for transition to meet their individual needs.

**Please note:**

Attendance at nursery does not guarantee a place in the main school and parents must apply for a place in the Reception class online.

**Applying for Reception Class places**

There is an online procedure for applying for a school place via Leeds City Council who will send out a letter to inform you of this process.

There will be 30 (Low Road) and 60 (Windmill) Reception places available each September.

Children in the Leeds Authority start in the September of the academic year (1st September – 31st August) in which they reach the age of 5.

Parents considering enrolling their children are advised to make an appointment to visit the school. A member of staff will talk to you about the aims and ethos of the school and arrange for you to come and visit.

On the commencement of their place in Reception they will attend stay and play sessions and then begin a staggered entry to ensure a smooth transition.

**Procedure for admissions to Foundation Stage 1 – Nursery – Low Road**

1. Parent/Carers make appointment to see H. Moore /A. Donaldson *(information taken about the child, find out if any other agencies are involved, health visitor name)*
2. H. Moore / A. Donaldson contact Health visitor/current or previous nursery, any other agencies.
3. H. Moore / A. Donaldson invite the parent and carer to visit our setting and look around, see if it is suitable for their needs.
4. Arrange a home visit, in the view to promptly offering a place, if suitable for the child.

**Monitoring and Review**

It is the responsibility of all of EYFS, SLT and Office Staff to follow this policy. The Head of EYFS will carry out monitoring the policy.

The policy will be reviewed before the start of each academic year.

H. Moore, September 2023.