

DRAFT

PROTOCOL FOR NURSERY ADMISSIONS

This protocol is to support the process for admission to nursery classes attached to Harrow community schools in order to ensure transparency and consistency in the administration of nursery places. This will enable information to be published in the Guide to Primary Schools and on Harrow's/schools' websites so that parents are clear about the process before making an application.

The elements of the protocol are:

- Agreed annual timetable
- Decisions
- Waiting lists
- Sharing information to prevent multiple offers

Applying for a nursery class place

Parents can apply for a nursery place any time after a child's second birthday and can indicate what provision they would like from the information available from the school for which they are applying.

Parents should complete only **one** application form naming one community or voluntary aided school as a preference. If more than one application form is submitted, and this results in more than one place being offered, the form with the latest date will be taken as the valid application. Any earlier application which results in an offer being made will be withdrawn. If two or more applications are completed on the same day, schools reserve the right to decide which application to accept and which to disqualify.

Late applications

Applications received after the closing date will be dealt with as late applications and will be considered only after places have been allocated to the children whose parents applied before the closing date. If all places are allocated to parents who applied by the closing date, the names of late applicants will be added to the waiting list in priority order of the nursery admission rules.

1. Timetable

TBA	Applications available
11 th March 2011	Closing date
25 th March 2011	Offer date (2 weeks before the end of Spring Term)

2. Decisions

All parents allocated a nursery class place will be notified in writing on the published offer date.

All parents unsuccessful in being allocated a place will be notified in writing and advised that their child's name has been placed on a waiting list. The decision letter will also inform parents that their child's name can be added to the waiting list for any other nursery class.

3. Waiting list

Children's names will be added to the waiting list in order of priority using the admission rules. As vacancies occur places will be offered from the waiting list to children, in order of priority.

4. Sharing information to prevent multiple offers

Information about initial offers and any made subsequently from the waiting list will be shared across nurseries to ensure that each child is only allocated one nursery place.

MH / December 2009