

- A child's home address is defined as the address where he or she resides with an adult with parental responsibility for the majority of week-day nights. In cases where a child spends equal time living in two different homes, the address that is most favourable to the application will be considered as the home address.
- Parents are obliged to inform the nursery of any change of address following an application, as this may affect the allocation of a place. Failure to do this could result in an offered place being withdrawn.
- A pupil may be refused admission only if the nursery is full to the admissions limit or if the child is not of the appropriate age. There is no right of appeal against the admission authority's refusal to award a place at a nursery, since there are statutory criteria governing adult : pupil ratios that cannot be over-ridden. The Department of Children, Schools & Families' School Admissions Code does not apply to nursery admissions, as it is not a matter relating to compulsory schooling.

Childcare Places

We are part of the North Cambridge Children's Centre and are able to provide a limited number of wraparound and childcare places in our Daisy Room. If you would like further information about this, please contact us.

Further Information

If you require further information or would like a full copy of the Local Authority's 'Admissions Policy For Nursery Schools and Classes' please contact the nursery.

Colleges Nursery & Family Centre
The Centre
Campkin Road
Cambridge
CB4 2LD
Telephone/Fax (01223) 712168
email office@colleges.cambs.sch.uk
www.colleges.cambs.sch.uk
Headteacher — Helen Snow

ADMISSION TO COLLEGES NURSERY & FAMILY CENTRE



Introduction

Thank you for your interest in Colleges Nursery & Family Centre. You are welcome to register an interest in applying for a place for your child any time after their second birthday. After registering your interest, events normally follow the timetable overleaf.

Admissions 2009

Children currently attend nursery for five half days per week in the year before their entry to primary school, starting in the September after their third birthday. Sessions are either from 9.00 a.m.—11.30 a.m. or from 1.00 p.m.—3.30 p.m., Monday to Friday during normal school terms. Once your child has been offered a place you can indicate a preference for a morning or afternoon session, but we regret that we cannot guarantee a specific session.

Admissions 2010

From September 2010 the nursery will be offering the 15 hour Extended Nursery Education Entitlement and session times will be changing accordingly. Further details will be available nearer the date.

Once a nursery place has been allocated to a child (at **any** nursery), any request to transfer to a nursery class or school elsewhere, as a result of applications to more than one setting, will be strongly discouraged.

Catchment Area

The catchment area for Colleges Nursery & Family Centre covers the areas of local schools which have no nursery provision roughly within the boundary of Histon Road, Gilbert Road, Milton Road and the A14. The enclosed map shows the designated area in detail.

Admissions Priority

We cannot guarantee to place everyone who applies. Although we invite you to register your interest any time after your child's second birthday, *we do not operate on a 'first come first served' basis*. We use the admissions criteria listed to determine who we are able to offer places to.

When the nursery is oversubscribed priority is not given to date of application, but will be determined by the following criteria (in accordance with Cambridgeshire County Council's Admissions Policy for Nursery Schools and Classes):

1. Children who are Looked After;
2. Children with a high level of need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher or the Traveller Referral Team;
3. Children taking their full entitlement in a single setting;
4. Children living in the catchment area for the nursery who had their 3rd birthday before 1st September in the year of admission;
5. Children not living in the catchment area who had their 3rd birthday before 1st September in the year of admission;
6. Children living in the catchment area who had their 3rd birthday before the term of admission;
7. Children not living in the catchment area who had their 3rd birthday before the term of admission.

In cases of equal merit, priority will be given firstly to children who have a sibling attending the School/Centre at the time of admission and **then by date of birth with older children having priority**. If a further tie-break is needed, priority will be given to those living nearest the Centre, as measured by a straight line.

Reserve Lists

Where more applications are received than places available, the oversubscription criteria will be applied and those children who are not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on the reserve list **in strict order of**

the criteria, not according to the date of application. If a place becomes available, the nursery will contact the parents/carers of the child whose name is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on a reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admissions criteria.

Timetable

- 1 Parents/carers may complete a register of interest form after their child's second birthday.
- 2 During the Spring Term we will send a full application form to everyone who has registered an interest for their child to begin nursery in September that year. If you do not receive an application form by late March it may mean that we have lost touch with you, so please contact us again so that we can check your details.
- 3 The closing date for applications for a nursery place will be sent out with the application forms in accordance with the dates specified by the LA. All application forms must be returned by this date.
- 4 Letters to families, either offering or refusing places for their children, will be sent out in accordance with the dates specified by the LA (these will be notified when the full application form is sent out). Acceptances (or rejections) **must be returned immediately**; this is in fairness to other parents who will be waiting for a place.
- 5 If places remain, later admissions will be possible up to the agreed admission limit. However, places cannot be reserved for children who move into the area later in the year.

Additional Information

- Parents are required to provide proof of their child's date of birth and home address. Evidence may be submitted in the form of the child's birth certificate or passport and the child benefit letter or a utility bill (showing the parent's name). Where a family is expecting to move house, confirmation of the new address will be required before the application can be considered. Confirmation should be by way of a copy of the signed lease agreement or a letter confirming contracts have been exchanged.