



## **Waiting List Policy 2020/2021**

### **Waiting List for Target Age Applicants**

From Friday 12<sup>th</sup> June 2020, all applications for admission to Sunnylands Nursery School for 2020/2021 that were initially refused, late, or where new information has been provided, can now be added to our Waiting List. Should a vacancy arise after Friday 12<sup>th</sup> June 2020, all applications will be treated equally and the published criteria applied.

This waiting list will be in place until 30<sup>th</sup> June 2021. It is the parent/carer's responsibility to contact the school in order for their child's name be put on the waiting list. It is the parent/carer's responsibility to remove their child's name from the waiting list if no longer required.

When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on or attached to the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it.

The school will contact you in writing if your child gains a place in the school.

### **Waiting List for Penultimate Applicants**

If by Friday 2<sup>nd</sup> October 2020, the Nursery School still has places available or vacancies have arisen and the school is unable to fill these with Target Age children, we will offer the places to 1<sup>st</sup> Preference Penultimate applicants in chronological order as they appear on the EA Pre-School Admissions Portal.

The school will contact you in writing if your child gains a place in the school.

Also, if any places become available during the school year and these are not allocated to Target Age Children, the Board of Governors may consider allocating places to those Underage children on our waiting list.

### **Waiting list for AM place (Target Age Applicants only)**

If your child has been provided a PM session and you would prefer a AM session you can ask for your child's name to be put on the waiting list. If you stated a preference for a AM session in your Stage 1 application form and chose Sunnylands Nursery School as a 1<sup>st</sup> preference and you were given a PM session your child will automatically go onto the waiting list. If you did not state that you would prefer an AM session you are required to contact the school and give your details for this request.

When considering which children should be selected for an AM session the Board of Governors will consider the waiting list and any accompanying information in line with Sunnylands Nursery School's Admissions Criteria 2020/21.

**This Policy has been reviewed and approved by the Board of Governors**

**on Friday 9<sup>th</sup> June 2020**

**by Siobhan Morrow, Principal (on behalf of the Board of Governors due to COVID-19)**

**This Policy will be reviewed annually.**