

NURSERY SCHOOL ADMISSION ARRANGEMENTS

The allocation of nursery places was recently changed in order to bring the Nursery admission criteria more in line with that of Reception Infants.

Nursery places are allocated as follows:

1. Children in public care
2. Children who have exceptional reasons to attend Collis Nursery (to be discussed with the headteacher and to be allocated at the school's discretion).
3. Children who have an older sibling already attending Collis School at the closing date for applications.
4. Children who live within the Borough of Richmond who live closest to Collis School. A measurement is taken from home to school, measuring the shortest route by road or publicly maintained footpath.
5. Children who live outside the Borough of Richmond, again in order of distance.

Please note:

Applications must be received on time. All late applicants will not be considered until all on-time applicants have been dealt with. The closing date for applications is as follows:

| Date of birth | Entry | Closing date for applications |
|----------------------|----------------|--------------------------------------|
| Sep 07 – Aug 08 | September 2011 | 11 February 2011 |
| Sep 08 – Aug 09 | September 2012 | 10 February 2012 |

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided **at the closing date for the application**. Parents must provide proof of address with their application. A copy of a most recent council tax statement or utility bill is ideal.

Offers of places are usually made between March and May each year. It is important that you inform Jayne King if you are going to be away from home during that period. If you do not respond to the offer by a given date the place will be offered to another family.

If you require any clarification or further advice, please do not hesitate to contact Jayne King at the school office on 8977 1458.