

Timetable for the admission to Nursery Classes

Date	Action
Ongoing	<p>Headteachers of all schools with nursery classes to maintain a list of children, whose parents are requesting a place at the nursery class within the Phoenix Database. This should include:</p> <p>School name Name of child names of parents date of birth (in format 00/00/0000) full address postcode(Must include FULL postcode) whether the child is in the nursery class evidence of additional need whether sibling at school whether sibling at adjoining junior/middle school</p>
Sept/October	<p>Headteachers may find it helpful to contact parents to confirm their interest in a place for their child in the nursery class for January 2005. No promise of a place should be made at this time.</p>
As soon as possible after 15 October 2004	<p>Headteachers submit a full list of all children seeking a place in the nursery class for January 2005 to include:</p> <p>School name Name of child names of parents date of birth (in format 00/00/0000) full address postcode(Must include FULL postcode and be a separate field to address) whether the child is in the nursery class evidence of additional need whether sibling at school whether sibling at adjoining junior/middle school</p>
November	<p>Schools will be sent a list of children to whom places in the nursery class may be offered. Where nursery classes have been over-subscribed, schools will be sent a prioritised list of names of children who may be offered a place should a vacancy occur.</p>
Friday 12 Nov	<p>Schools send out letters offering places to all children to whom places have been allocated. If required the Early Years department sends out letters to all unsuccessful applicants.</p>
Ongoing	<p>Unfilled places allocated by the school to children on prioritised list</p>