

## Nursery Admissions Process Timeline

Admissions Stage



Enquiry Stage



Offer Stage



Transition Stage

At point of interest



**Summer Term** 

(first two weeks after Easter holiday)



**Summer Term** 

(weeks 3-4 after Easter holiday)



**Summer Term** 

(June onwards)

Parents to visit/make contact with the school.

School hold open day – October/November

Parents to complete and return an application form.

School to send confirmation of the receipt of application form and a copy of the process timeline.



School to phone parents to check that a place is still required.

Parents to complete online form requesting days/hours.



School to contact parents (email) with a written offer of a place.

Parents to complete acceptance form to secure place.



Parents invited to a new parents information meeting.

Parents receive a welcome pack and complete/return forms.

School organise/pupils attend transition sessions.

Nursery teacher arranges and completes home visits