



Vivid Mind Schools

- THIS DOCUMENT IS a statement of the principles and processes for the admission of pupils into the Nursery Class at Vivid Mind Schools.
- IT WAS DEVELOPED during April 2020.
- IT WAS APPROVED by the Full Governing Body in April 2020.
- THIS POLICY WILL BE REVIEWED in September 2020 and annually thereafter.

Vivid Mind Nursery Admissions Policy

Admission to Vivid Mind Nursery Class is in accordance with **Lagos State Government Ministry of Education.**

Priority places will be granted to children who are deemed to be in greater need of a nursery education due to exceptional circumstances. Decisions to award priority places are at the discretion of the Head Teacher and Governing Body and will be based on the following criteria:

- A child with a statement of special educational needs or Education, Health and Care Plan and/or
- A child who has been referred by a Doctor, Health Visitor or Social Worker to the Area Education Office as having a priority need that names the school.

Such pupils will be admitted prior to applying the admission rules listed below.

Admission Rules

If the applications do not exceed the number of places available, children on the waiting list will be admitted in the academic year in which they turn four.

Where the number of applications exceeds the number of places available, the following rules will apply in order:

1. Children living within the catchment area of Vivid Mind School as specified by Lagos State.
2. Siblings of children who are attending Vivid Mind School and are expected still to be on the school roll at the time of the proposed admission, or who have already been offered a place in the current academic year at Vivid Mind School.
3. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's Normal Home Address and the school's

nearest entrance gate, offering the closest first. We use straight line distance.

4. Where the Nursery can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account



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of the next rule (or rules) in the numbered list to decide who has priority for places.

If a parent defers or removes their child from the list, a place will be offered to another child using the same rules as above. If places are still available after allocation to all children on the waiting list who will turn four in the next academic year, offers will be made to children who will turn three in the next academic year. Such places will only be offered to children who meet either rule 1 or 2 above, in order of age, for admission in the term after the child's third birthday at the earliest.

Children are admitted on a part-time basis for 5 mornings per week, 3 hours per session. It is expected that they will attend regularly. If attendance is consistently low, other than for reasons of sickness, the place may be withdrawn.

It is anticipated that most children will attend for 3 terms.

Admission to the Nursery class does not automatically give the right of admission to Vivid Mind School. Parents must follow Lagos State Government Ministry of Education admission procedure to apply for a place at the Infant School.

Process

- An application for a Nursery place may be made at any time.
- This admission policy is issued when any application is made.
- Applications for admission are filed in date of birth order.
- Parents will be informed of a Nursery place during the first half of the term before their child is due to start and replies will be required to be returned the following week.
- Parents who have not returned an acceptance form by the deadline will be contacted by telephone. If no response is received the school may offer the place to another child.
- Parents offered a place will be invited to an induction visit at the Nursery with their child. The Nursery staff will also make an

appointment to visit the child and parents at home. This visit must take place before the child can be admitted to the Nursery.



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