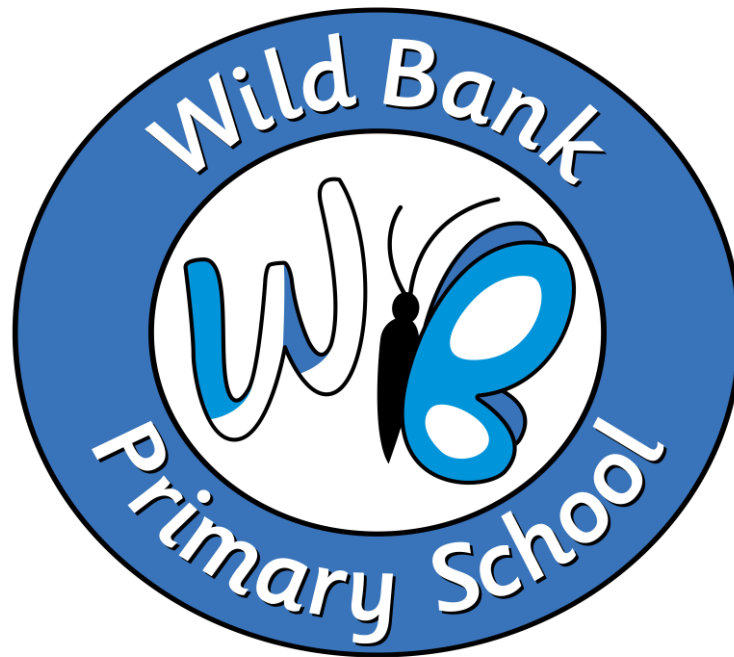


# Wild Bank Primary School



## Nursery Admissions Policy

### 1 Introduction

1.1 This policy was written with reference to Statutory Guidance for Local Authorities on the Free Education and Childcare. (September 2014) and applies to all community and voluntary

controlled school maintained nurseries in Tameside. Governing bodies from these schools must follow this policy so as to ensure consistency for parents in applying for nursery places. The policy has been written in conjunction with headteachers from the Nursery Admissions Consultation Group.

## **2 Purpose**

To provide clear guidance for Governing Bodies on Nursery Admissions in all maintained nurseries. To ensure a consistent approach to Nursery Admissions throughout the authority

## **3 Entitlement to Nursery Education Places**

3.1 All children are entitled to a free part-time nursery education place. That entitlement is from the moment of their third birthday.

3.2 From September 2012 each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. At Wild Bank this allocation will be managed by means of a morning or an afternoon session of not less than 3 hours per session. Where 30 hours are offered and the parent/s are entitled to such, or wish to pay school directly for an additional 15 hours per week, these will be offered as morning or afternoon sessions, offsetting the opposite session.

## **4 Roles and Responsibilities**

4.1 The Trust will:

- distribute the policy for nursery admissions to all appropriate Governing Bodies
- provide schools with a standard nursery admissions application form
- disseminate information about nursery education providers via the Family Information Service
- provide guidance and support for Governing Bodies offering Nursery provision
- publish timescales for Nursery Admissions annually
- measure distances by request

4.2 The Governing Body/school should:

- keep a record of all parents expressing an interest in a nursery place for their child
- send out application forms to parents of children, who have expressed an interest according to LA timescales.
- make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- inform parents in writing of an offer or a refusal according to LA timescales
- inform parents of any charging arrangements should they wish to pay for additional attendance at our nursery
- provide copies of the following leaflets/factsheets to parents who have been refused a place:
  - Free entitlement funding - Directory
  - Admissions to Nursery Classes
  - How to claim your free early education place

4.3 Parents / Carers are expected to:

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- confirm acceptance of a place

## 5 Allocation of Nursery Places

5.1 Places will be allocated to Tameside residents who will be 4 years old between 1 September and 31 August in the first instance.

5.2 Places should be offered to children who will become 4 years old between 1<sup>st</sup> September and 31<sup>st</sup> August

5.3 Where a school receives fewer applications from Tameside residents who will be 4 years old between 1 September and 31 August than there are places available, all must be offered places. Where a school receives more applications from Tameside residents who will be 4 years old between 1 September and 31 August than there are places available the following oversubscription criteria must be applied in order:

1.Children in public care (Looked After Children)

2.Children with exceptional medical needs or home circumstances and/or special educational needs. Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school nursery is essential. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence. It is anticipated that the total number of children allocated places according to these criteria would form only a small proportion of the total number of children attending the nursery.

3. Siblings - this will apply where the applicant is 4 years old by 31<sup>st</sup> August and has brothers or sisters attending the school at the time of application, who will still be attending at the time of admission. Within the sibling tiebreaker, preference will be given to pupils living nearest to the school.\*

The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

4.Age - priority will be given to children who reach their 3<sup>rd</sup> birthday

5.4 Where oversubscription occurs in applying criteria 5.1, 5.2 or 5.3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live closest to the school.

5.4.1 Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.4.2 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

5.4.3 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

## **6 Allocating places to Tameside resident children applying after the main allocation procedure has been completed**

6.1 Where a school still has nursery places available after the main allocation process has been completed, the Governing Body should offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1<sup>st</sup> September and 31<sup>st</sup> August and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the school has places available, a place should normally be offered.

## **7 Waiting Lists**

7.1 Where a school has allocated all its nursery places, it may operate a waiting list. If a place becomes available, it should be allocated to a child on the waiting list according to the oversubscription criteria.

## **8 If a school still has nursery places available after the summer half term, the following will apply:**

8.1 Where a school still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1<sup>st</sup> September and 31<sup>st</sup> August according to the oversubscription criteria.

## **9 If a school still has nursery places available after the start of term in September, the following may apply:**

9.1 The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3 years old between 1<sup>st</sup> September and 31<sup>st</sup> December if there are still places available after the start of term in September. In order to support effective and happy transition, pupils will be able to start in the nursery from the point at which they become 3 years old. School will commit to this process in the knowledge that funding will only be received for these pupils at the start of the new term after their admission.

1. Children in public care (Looked After Children)
2. Children with exceptional medical needs or home circumstances and/or special educational needs
3. Age - children who reach their 3<sup>rd</sup> birthday

9.2 Where oversubscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in the school at the time of admission followed by applicants who live closest to the school.

## **10 If a school still has nursery places available after the start of term in January, the following may apply**

10.1 Offering places to children who will become 3 years old who live in Tameside. The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3

years old if there are still places available. Places must be offered using similar criteria as for the main allocation:

1. Children in public care (Looked After Children)
2. Children with exceptional medical needs or home circumstances and/or special educational needs
3. Age - Priority will be given to children who reach their 3<sup>rd</sup> birthday

10.2 Where oversubscription occurs in applying criteria 10.1, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live closest to the school.

10.2.1 Distance will be measured as a straight line from the child's home address to the main gate to the school property using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

10.2.2 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

10.2.3 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

10.2.4 Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in the school at the time of admission followed by applicants who live closest to the school.

## **11 Charging**

11.1 The school commits to offering a nursery place for any child who meets the above criteria and in accordance of their entitlements free of charge; this may be 15 hours per week or, once eligibility has been secured by the parents, 30 hours of free nursery provision per week. However, the school reserves the right to manage this entitlement within the school day and in a way that enables the smooth running and efficiency of the school.

11.2 Parents who wish to access 30 hours of nursery provision can also pay school directly for the additional 15 hours per week at a cost of £10 per day, paid in arrears. This is managed in accordance with the school's charging policy and does not affect parents' statutory entitlements.

11.3 Where a pupil becomes eligible as per the criteria listed above, and the parent/carer indicates a need for or entitlement to 30-hour provision, school will commit to admitting the child pending the successful receipt of funding, either by direct payment from the parent/carer or following the receipt of an eligibility code. This will mean that all pupils who are admitted immediately following their 3<sup>rd</sup> birthday will be admitted with no charge from that date up to the start of the next full term.