

Name of Policy: Nursery Admissions Policy	Version/Last Review Date: September 2022 (V1)
Statutory documents linked to policy:	Previous review date:
Other Policies linked to this policy: Equal opportunities	Next Review Date: September 2023 (V2)
Governor Committee Responsible	Full Governors,

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West Newcastle Academy - Nursery Admissions Policy 2022-23

1 Purpose

West Newcastle Academy is responsible for admissions for 3-4 year olds to the school nursery. The purpose of this policy is to set out the arrangements about how children will be admitted to the nursery, including the criteria that will be applied if there are more applications than places at the school.

2 Scope

This policy sets out the arrangements for admissions to the school's nursery only. These admissions are managed directly by the school, not by Newcastle City Council. Admissions to the Reception class and in-year admissions from Reception to Year 6, which are managed in conjunction with Newcastle City Council, are covered by a separate policy.

3 Roles and responsibilities

- The schools board of Governors are responsible for approving the admissions arrangements to nursery. The Board delegates day-to-day decision-making about admissions to the school.
- The Head Teacher is responsible for decisions about the number of places to be provided for 3-4 year olds within the maximum number set out in the funding agreement for their school.
- The schools Early Years Lead (upon agreement from the Head Teacher) is responsible for decisions about whether to admit or refuse children admissions to any available 3-4 year old places.

4 Planned intake number for 2022/23: 20 places

All 3-4 year olds are entitled to 15 hours nursery provision (0.5 full time equivalent place). Some parents are also entitled to a further 15 hours per week childcare provision, subject to the government's eligibility criteria, which parents may wish to take up within the school's nursery provision. This would be a further 0.5 full time equivalent place.

The maximum number of full-time equivalent places available in the nursery for 2022-23 is:20

The number of places available at any time will be subject to operational decisions by the school's Head Teacher based on the demand for places, the needs of individual children and the cohort of children as a whole, the age profile of the cohort, the availability of staff to achieve the required staff:child ratios, and the limitations of the physical environment.

Children are usually admitted to nursery in the September after their third birthday.

Where places are available, children can also be admitted as follows:

- Children who turn three during the Autumn Term can enter the nursery at the beginning of the Spring Term in January;
- Children who turn three during the Spring Term can enter the nursery at the beginning of the Summer Term in April.

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5 How and when to apply for places

All applications for nursery places must be made on the school's application form and returned directly to the school.

Applications for Nursery for September 2022 can be submitted to the school office in the Autumn term.

. Applications received after the closing date will be classed as late and processed after all of the applications received on time. Applications for a Nursery place after the start of the school year can be submitted at any time.

6 How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will first be admitted. All 3-4 year olds are entitled to 15 hours nursery provision per week. All applicants will be offered 15 hours provision per week if there are enough places available in the nursery. If more applications are received than the number of places available in the nursery, the following oversubscription criteria will be used in the order shown to decide which children will be allocated a 15 hour place:

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order and children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state.

2. Children with a sibling who will be on roll at the school or attending the nursery or any other early education or childcare provision provided by the school on the date that the child will be admitted. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, as long as the children live at the same address.

3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

4. Other children by distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Some parents, based on the qualifying criteria determined by the government, will be eligible for an additional 15 hours free childcare per week whereas other parents may wish to pay for additional hours. If there are enough places in the nursery to accommodate all requests for additional hours

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beyond the universal 15 hour entitlement then all applicants will be offered their preferred number of hours. If there are not enough places to accommodate all requests for additional hours then available hours will be allocated on a first come first served basis according to the date of application, regardless of whether the parent is eligible for the additional free childcare or wishes to pay.

Additional notes:

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have one week to respond to an offer of a place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a preferred school between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- You must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.
- Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery provision or playgroup. Children in the nursery or playgroup of the school will not be given priority nor are they guaranteed a Reception place in the main school.

7 Waiting lists

Children who do not receive an offer of a nursery place are automatically placed on a waiting list until the child exceeds the age eligibility criteria for nursery provision or the parent advises the school that a place is no longer requested. Should a place become available then the oversubscription criteria will be applied again to every child on the waiting list at the time of the vacancy.

8 Complaints

Any concern regarding the application of these admissions arrangements should be raised under the school Complaints Procedure.

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