



Early Years Admissions Policy

- **Universal and Extended Entitlement for 3 and 4 year olds**

The trust is responsible for admissions to the schools Early Years Foundation Stage and applies the admissions criteria set out below to admitting children. This responsibility is delegated to the Academy Advisory Body (AAB).

The school has a 26 place nursery. Therefore a maximum of 52 universal places will be offered.

The school will offer extended places subject to availability after all universal places have been allocated.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Three-Year Olds

Born between	Month of Part-time Admission	Term of Part-time Admission
1 April – 31 August	September	Autumn
1 Sept – 31 Dec	January	Spring
1 Jan – 31 March	After Easter	Summer

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

PART-TIME ADMISSIONS CRITERIA

Universal Places

If the number of applications received for a universal nursery place does not exceed the number of places available then all children will be admitted on a part-time basis.

Where we receive more applications than places available then children will be admitted in the following order:

1. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school)
2. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes)
3. Children who live in the school's catchment area, who have brothers or sisters attending the school at the time of admission
4. Other children who live in the school's catchment area
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school
6. Any other children by age order (eldest first)

Extended Places (via use of the 30 hour code)

Where we receive more applications for an extended entitlement place than those available then children will be admitted in the following order:

1. The child is accessing the universal offer in the school
2. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school).
3. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes)
4. Children who live in the school's catchment area, who have brothers or sisters attending the school at the time of admission
5. Other children who live in the school's catchment area
6. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school
7. Any other children by age order (eldest first)

PAID PLACES

If your child is 3 and you would like them to start earlier than the term following their birthday then paid places are available (subject to availability) at a cost of £4.30 per hour payable termly in advance. More details are available on request. Paid places can only be offered if places are available following the allocation of Universal and Extended places.

ALLOCATING PLACES Universal, Extended and Paid

Parents / carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent / carer requested to complete an application form, which includes collecting information regarding attendance patterns.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests. The extended entitlement allows up to 15 additional hours.

Places will be allocated in accordance with the above admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended and must advise the settings accordingly.

The school will allocate universal places on the following dates for the following academic year:

Term child will take up Early Years Provision	Month places will be allocated
Autumn	April
Spring	November
Summer	February

The school will allocate extended entitlement places on the following dates for the following academic year:

Term child will take up Early Years Provision	Month places will be allocated
Autumn	April

Spring	November
Summer	February

Allocation of extended entitlement places will be on the assumption that the parent is eligible for the extended entitlement. Should this not be the case the school will remove the place. If all extended entitlement places have been allocated then the school may, at the discretion of the Head of Academy, agree to offer any spare places and charge the parent. All charges will be set out in the schools charging policy and recorded separately on the schools budget.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Head of Academy then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent / carer refuses to provide this then it could affect a parent's / carer's application for a part-time place. If a parent / carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one parent / carer, at different addresses, the school will use the preference expressed by the parent / carer at the address where the child live the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent / carer may appeal to a committee of AAB members. AAB members will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents should note that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

Explanatory Notes

Where any criterion category is over-subscribed then children within that category would be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority would be given to the child that lives nearest the school.

Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same school on the date of admission.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one parent / carer, at different addresses, the school will use the preference expressed by the parent / carer at the address where the child live the majority of the time during the school week as the main place of residence.

Children in Public Care – this refers to children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one
- Children who are accommodated by the Local Authority on a voluntary basis under section 20 of the Children Act 1989 and
- Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.