



# **Beaver Road Primary School**

## **Nursery Admissions Policy**

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**2016-2019**

**Next review date: September 2018**

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## **Statement of intent**

Beaver Road Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into primary school.

The Governing Body is the Admission Authority and is responsible for setting the school Admission Policy. The policy is written to ensure fairness and equality for all those intending to begin their education at Beaver Road Primary School.

This policy follows non-statutory guidance, and the current School Admissions Code does not apply for nurseries and early years settings.

This policy will be reviewed every three years.

## 1. Application timetable

- 1.1. According to local guidelines, a child is deemed to be of nursery-age from the beginning of the term following their third birthday.
- 1.2. Parents may register their interest in a place at Beaver Road Primary School at any time during the year.
- 1.3. Formal applications for nursery must be made to the school by the following dates:
  - For places in 2016-2017 - **18<sup>th</sup> March 2016**
  - For places in 2017-2018 - **17<sup>th</sup> March 2017**
  - For places in 2018-2019 - **16<sup>th</sup> March 2018**
- 1.4. Application information and forms are available from the School Office.
- 1.5. Letters confirming or refusing places will be sent to families as follows:
  - For places in 2016-2017 - **1<sup>st</sup> April 2016**
  - For places in 2017-2018 - **18<sup>th</sup> April 2017**
  - For places in 2018-2019 - **18<sup>th</sup> April 2018**
- 1.6. Where places are remaining, later admissions are possible up to the agreed admission limit.
- 1.7. Places may not be reserved for children moving into the area later in the year.
- 1.8. Places offered will be available to the child from the date the place is offered until 31 August following their fourth birthday.

## 2. Over-subscription

- 2.1. Children who have an education, health and care plan (ECH) that names the School will be admitted before the over-subscription criteria are applied.
- 2.2. The Governing Body may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be appropriately met by Beaver Road Primary School.
- 2.3. The oversubscription criteria is as follows:
  - Children who are looked after by the Local Authority and children who are previously looked after by a Local Authority. Previously looked after children are children who were looked after, but cease to be so because they were adopted or became subject to a residency order or special guardianship order.
  - If a parent/carer has chosen a particular school because the child has exceptional social or medical circumstances or the parent is disabled,

this should be indicated with the reasons for choosing the School. Parents/carers must also provide documented social, medical or psychological evidence in support of the application from an appropriate independent registered professional which explains why the child should attend Beaver Road Primary School..

- Children with older brothers or sisters (including adopted siblings, fostered siblings, step siblings and those living as siblings in the same family unit), attending the school.
- Children of current permanent staff working at Beaver Road Primary School.
- Distance - children whose permanent home address is closest to the School will be given priority. This will be measured in a straight line from the child's permanent home address to the centre of the School building.

2.4. Where there is a tie-break scenario within a criteria, priority will be given firstly to a child who has a sibling attending the School, then by date of birth with older children having priority.

### **3. Waiting list**

3.1. In circumstances where more applications are received than places available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a waiting list in order of the criteria and not by date of application.

3.2. If a place becomes available, the School will contact the parents of the child at the top of the list.

### **4. Withdrawing offers of nursery places**

4.1. Once an offer has been made in writing, there are limited circumstances in which the School may withdraw the offer including:

- Offers made on the basis of fraudulent applications.
- Offers made on the basis of intentionally misleading applications.
- Where a parent has not responded to an offer within a reasonable time (2 weeks).
- Where a child is in receipt of more than their entitlement of nursery education.
- Where a family registers their child at two maintained settings.

## **5. Refusal of admission**

5.1. A child may be refused admission only if:

5.1.1. The nursery has reached the admissions limit.

5.1.2. The child is not of the appropriate age.

5.2. The strict statutory criteria governing adult to pupil ratios mean that it is not possible to appeal against the admission authority's refusal to award a place at a nursery provision.

## **6. Sickness absence**

6.1. Where a child experiences long-term sickness (of less than a half term's duration) the nursery may keep open the place and retain nursery education grant for the child.

6.2. If the illness continues but the parent and nursery intend the child to return subsequently then Early Years Education Funding may be claimed in good faith.