



## Policy Header

|   |   |
|---|---|
| <b>Policy Title</b>                           | <b>Nursery Admissions Policy 2017/18</b>                      |
| <b>Version No</b>                             | <b>One</b>  |
| <b>Written / Adopted Date</b>                 | <b>February 2016</b>  |
| <b>This policy complies with WBC guidance</b> | <b>Yes</b>  |
| <b>Linked Policies</b>                        |   |
| <b>Written By</b>                             | <b>School</b>   |
| <b>Date shared with Staff</b>                 | <b>March 2016</b>   |
| <b>Date Ratified by Governors</b>             | <b>28/04/16</b>   |
| <b>Review Date</b>                            | <b>October 2016</b> (To bring in line with cycle of policies) |

## Nursery Admissions Policy 2017/18

Admissions to Nursery are the responsibility of the Governing Body. The Headteacher acts on behalf of the Governors in administering the agreed admission arrangements.

As a Church of England Aided School, RE, collective worship, and the whole ethos of the school are based on the teaching of the Church of England. There is no formal, regular act of worship in the Nursery but the ethos of the Nursery reflects that of the school which is of a caring, Christian nature

Parents seeking admission for their children to Glazebury CE Nursery are requested to contact school in the first instance. A visit by appointment is encouraged particularly for those parents who are unfamiliar with the life of the Nursery.

The Governors have identified a maximum number of 26 part-time place in Nursery  
IE: 13 morning (8:45am to 11:45am) and 13 afternoon places (12:15pm to 3:15pm).  
Monday to Friday (term time only).

Your child may be refused admission to Nursery if we receive more applications than there are places available.

There is no right of appeal against the allocation of places to Nursery.

If places remain after all the children who are closest to aged four ie: born between **01/09/2013 and 31/08/2014** have been accommodated, then three year old children may be offered a place at the beginning of each term following their third birthday.  
If places allow pupils will be admitted at the beginning of the autumn, spring and summer Term. (September, January and April).

### Allocation of preferred sessions:

Parents will be asked to state a preferred session (AM or PM). Places are subject to availability and are not guaranteed.

Where there are more applications than places available the following oversubscription criteria will apply:

1. A 'Child in Care' or a child who was previously looked after but ceased to be so because they were adopted (or become subject to a child arrangement order or special guardianship order) and is from a church background. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.
2. A 'Child in Care' or a child who was previously looked after but ceased to be so because they were adopted (or become subject to a child arrangement order or special guardianship order).
3. The child has a brother or sister already attending the school and expected to continue at the school during the following year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.
4. The child lives in the parish of Glazebury.
5. The child comes from a Church of England family and is involved in the life of All Saints Church. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment
6. A child who regularly worships at another church. Applicants will need to submit a written reference from their incumbent as confirmation of their commitment.

7. Children for whom advice from a medical practitioner or psychologist has been provided by the parents at the time of application in support of the admission to Glazebury CE Primary School, which in the Governors view, justifies admission. (See supporting notes relating to this criteria).
8. Any other children.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school using a geographical information address point system based of the local land and property gazetteer. This measures straight line (direct) distances in miles from the address point of the permanent place of residence to the address point of the school.

All applications for nursery are to be returned directly to the school.

**Please note: Being accepted at Nursery does not guarantee your child a place in Reception. For admission to school you must complete the school application process ie: submit a LA application and complete a school application form. For further information please refer to the schools admission policy.**

#### Supporting notes to accompany Criteria 7

- *Supporting evidence from a professional e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.*

#### **Children with Educational Health Care Plans**

Section 324 of the Education Act 1996 required the governing bodies of all maintained schools to admit a child with a EHC (previously Statement of Special Education Needs) that names the school/nursery setting.

#### **Waiting List**

If your child is refused a place at the school then their name is automatically placed on a waiting list. If vacancies arise they will be offered to the next on the waiting list. Waiting lists are held strictly in oversubscription criteria order.

#### **Fraudulent applications**

It is assumed that you will always give factual information. You should be advised that giving false information in respect of an application for admission may result in any offer of a school place being withdrawn.

#### **Address of pupil**

The address provided on the school and Local Authority admission form must be the child's actual address at the time of application. If the address changes parents should notify the school and Local Authority, immediately. Where a child lives with parents with shared responsibility the address given on the form should be the address of the parent, where the child wakes up for the majority of Monday to Friday mornings. Proof may be required. Where there is a dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

If you are unsure of any of the above procedures please do not hesitate to contact the school who will always be happy to assist you with your application or answer any questions you may have.