

# **MONKTON INFANTS SCHOOL**



# **NURSERY ADMISSIONS POLICY (2022 – 2023)**

# **NURSERY ADMISSIONS POLICY**

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## ***STATEMENT OF INTENT***

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Monkton Infants 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/nursery Admission Policy. The policy is written to ensure fairness and equality for all those intending to begin their education In Monkton Nursery.

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 annually.

## ***APPLICATION PROCEDURE***

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According to local guidelines, a child is deemed to be of nursery-age from the beginning of the term following their third birthday. Parents/carers may apply for a nursery place at any time by contacting the school office on (0191) 4561917.

The School Business Manager keeps an electronic admissions list of those children wanting a place at Nursery. There are 3 nursery intakes each academic year, September, January and April. Children are offered a place, on a first-come-first served basis, for the start of the term following their third birthday.

Children who start Nursery in January will spend 5 terms at Nursery before moving on to Reception.

Letters offering a nursery place are sent out at the start of the term before a child is admitted into Nursery. Letters will contain the date on which acceptance must be taken by; if a parent/carer does not accept a place by this time their space may be allocated to another child. Where places are remaining, later admissions are possible up to the agreed admission limit.

## ***OVER-SUBSCRIPTION***

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Children who have an Education, Health and Care plan (EHC) that names the school will be admitted before the over-subscription criteria are applied.

Children with an EHC that does not name the school will be referred to Student Assessment to determine an appropriate place.

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 the nursery.

## Monkton Infants School

### The oversubscription criteria is as follows:

- Looked After Children (LAC) or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order. (See Note 1 below).
- Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See Note 2 below).
- Children with a high level of need who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher, Special Needs Officer or the Traveller Referral Team.
- Children living in the catchment area for the nursery school, who have had their 3rd birthday before 1 September in the year of admission.
- Children not living in the catchment area who have had their third birthday before 1 September in the year of admission.
- Children living in the catchment area who have had their third birthday before the term of admission.
- Children not living in the catchment area who have had their third birthday before the term of admission.
- Children living in the catchment area who have had their fourth birthday before 1 September.
- Children not living in the catchment area who have had their fourth birthday before 1 September.

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.

*Note 1 - Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

*a) An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.*

*b) A 'child arrangement order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.*

*c) 'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).*

*Note 2: A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

## ***RESERVE LIST***

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

## **Monkton Infants School**

If a place becomes available, the nursery will contact the parents of the child at the top of the list. The reserve list should not be considered a 'waiting list'; if a request is made by a parent whose child has higher priority according to the admission criteria, other children will be moved down the list.

### ***WITHDRAWING OFFERS OF NURSERY PLACES***

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- Once an offer has been made in writing, there are limited circumstances in which a nursery 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 before the deadline given on the offer letter.
- Where a child is in receipt of more than their entitlement of nursery education.
- Where a family registers their child at two maintained settings.

### ***REFUSAL OF ADMISSION***

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A child may be refused admission only if:

- The nursery has reached the admissions limit.
- The child is not of the appropriate age.

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

There is no right to appeal the Admission Team's decision not to award a place where the provision in question is not named in the EHC and the Student Assessment team has determined that other provision is suitable.

Parents may appeal to the SEND Tribunal against the provision named by the Authority in the EHC.

### ***SICKNESS ABSENCE***

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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.

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.

***Please also refer to the schools Academy Admissions Policy.***