



## **Lee Brigg Infant and Nursery School**

### **Early Years Admissions Policy September 2017**

***Based upon Wakefield Council EY Admissions Policy***

#### **Early Years Admissions Policy – Universal and Extended Entitlement for 3 and 4 year olds**

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

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

**Lee Brigg Infant and Nursery School provides the extended entitlement of 30 hours, we also work with private nursery providers and childminders to support parents in accessing this.**

**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**

| <b>Born Between</b> | <b>Month of Part-time Admission</b> | <b>Term of Part-time Admission</b> |
|---------------------|-------------------------------------|------------------------------------|
| 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 entitlement – 15 hours)**

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 a school receives 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 or parish 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 Other children by age order (admitting eldest first).
- Where any criterion category is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority should be given to Wakefield District children. If both children live in the Wakefield District 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 stepbrothers or sisters) living at the same address, in attendance at the same school or a school on the same site, 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 lives 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.
  - Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its agreed Nursery Number, we will contact the Early Years Team to agree a resolution.
  - If a child has a change to their circumstances (change of address) once an application for a part-time place has been submitted it is the responsibility of the parent to inform the school of the change. However, if a parent applying for a part-time place already has a sibling in school and they have a material change then the school should check all

addresses when considering part-time places to ensure that they have the correct information for all children to ensure that all part-time places are allocated correctly.

- Children living from families outside the Wakefield District boundary will be considered alongside those who live within the Wakefield District.
- All voluntary aided and foundation (trust) schools and academies should admit part-time children following their own full-time admissions criteria as in the published Primary Guide for Parents.
- A school providing wrap-around-care must not include this in the admissions criteria. A parent must not be expected to purchase additional services in order to gain a part-time place at the school.
- Where required the Council will provide support to a school in applying the part-time admissions criteria.

### **ADMISSIONS CRITERIA (Extended entitlement – 30 hours)**

If the number of applications received for an extended nursery place does not exceed the number of places available then **all** children will be admitted.

Where a school receives more applications than places available then children will be admitted on a first come, first served basis.

### **ALLOCATING PLACES both Universal and Extended**

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 will be 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 (a parents is not be required to take all additional 15 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.

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

| <b>Term child will take up Early Years Provision</b> | <b>Week commencing date places will be allocated</b> |
|--|--|
| Autumn   | 14 <sup>th</sup> May 2018                            |
| Spring   | 9 <sup>th</sup> October 2017                         |
| Summer   | 5 <sup>th</sup> February 2018                        |

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 Headteacher, 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/academy will use the preference expressed by the parent/carer at the address where the child lives 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 governors. Governors will adhere to the Early Years Foundation Stage Statutory

Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. 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 will be notified 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 fulltime place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.