



Cuckoo Hall Academy Trust - Nursery Admissions

All Academies within Cuckoo Hall Academy Trust are highly aspirational schools for local children. They are schools with a distinct Christian ethos, however we do not require parents to attend church as an entry requirement. We simply want to offer the best education to any local child.

Admissions criteria for Nursery classes at Cuckoo Hall Academy

The Governing Body is responsible for the admission of pupils into Nursery classes of Cuckoo Hall Academy and admits 120 pupils part-time to the Nursery.

If there are fewer applications for a place in the Nursery class than there are places available, everyone is offered a place.

After the admission of pupils with statement of special educational needs naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

Criteria to decide which children should be offered places

Specifically, where the number of applications for admission is greater than the published admissions number for any relevant age group; these are set out below for all Academies. The Academy Trust will consider applications against the criteria set out in the sub-paragraphs below. This does not apply to students with statements of Special Educational Needs where one of our Academies is named in the statement and these will be admitted first.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (Under the terms of the Adoption and Children Act 2002, Section 46), or became subject to a residence order (Under the terms of the Children Act 1989, Section 8) or special guardianship order (Under the terms of the Children Act 1989, Section 14A).
2. Children of staff at the Trust Academy where they are employed:
 - I. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - II. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Children with a sibling who is attending same Academy that is being applied for at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order:

- I. Children of twin/multiple births living at the same address.
 - II. Other children
4. Other children by distance with those who live closest to the School Entrance will be admitted first. Priority within this group will be given in the following order:
 - I. Priority in category 4 will be to children of twin/multiple births living at the same address.
 - II. Second priority in category 4 will go to those children who have brothers or sisters already at the school at the time of entry
 - III. Third priority in category 4 will be to other children

If there are more applicants than places priority will be given, within this group, to those children who live nearest to the school entrance closest to their home, using the GPS co-ordinates for their home and the school gate.

Tie-Break

If a tie-break is needed to determine who is admitted under criteria 4, if the distance is the same then the outcome will be decided by the drawing of lots. This process will be independently verified.

Nursery classes

Please note that attendance in the Nursery classes at any Cuckoo Hall Academy Nursery provision, does not guarantee admission to the Academy for primary admission and that a separate application must be made for transfer from Nursery to Primary.



Nursery Admissions: 2018-2019

Before making an application, and to avoid disappointment, please first ensure that you / your child meets the stipulated admissions criteria for Cuckoo Hall, as laid out in the Admissions Criteria 2017-18 section.



Admissions Appeals

If it has not been possible to offer your child a place at

Cuckoo Hall Academy
Woodpecker Hall Primary Academy
Kingfisher Hall Primary Academy

You have the legal right to appeal to an independent appeal panel in line with the Department for Education's School Admissions Appeal Code dated December 2014.

We understand how important making decisions about your child's education and schooling are to you and that it can be an anxious and worrying time for any parent should you choose to engage the appeals process.

Whilst you have a right to appeal against admission decisions, we felt it would be helpful to make it clear that engaging this process does not automatically give your child the right to a place at a school or academy and there is no guarantee that your appeal will be successful.

If you are appealing for a place at a school, you should also make arrangements for a place at an alternative school in case your appeal is unsuccessful. Accepting a place at another school in the interim does not affect your right to pursue your appeal concerning the place at your preferred academy or school.



Timetable for Appeals: 2018 – 19 will be publish with the final version of this policy

The National Offer Day is XXX. This is the day when decisions on school places are announced.

Deadline for Lodging Appeals: XXXX

Submission of additional supporting evidence: XXXX

Letter confirming hearing date and time issued: XXX

Wherever possible, decision letters will be sent to appellants within 5 school days of the hearing.

Appeals Forms and Guidance: 2018 -19

The appeal form must be completed and returned to the academy office by xxxx

Ensure you read the Guidance material before completing the form.

Attach any evidence you have at the time but any additional evidence must be received by Friday xxxx.

- [Click here to view the Appeal Guide](#)
- [Click here to download the Appeal Form](#)



Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.



In-Year Places

All Cuckoo Hall Family of schools are very popular schools and are therefore over-subscribed in some year groups with waiting lists in these year groups. If you have moved into the area and require a school place you will need to complete an In-Year Application Form. This is a universal application form which can be used for any of the academies within our Trust.

This form is available from the academy office or by downloading and printing it from the link below.

This is the same process if you want to transfer from another school.

To download and print an In-Year Application Form, please click here:
[In-Year Application Form](#)



Application Procedures

Application to one of the Cuckoo Hall Academies is not dependent on any ability test and in order to apply for a place at one of the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions>. Parents/carers will be advised of the outcome of their applications on 18 April 2017 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Special Educational Needs

The admission of pupils with a statement of Special Educational Needs, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Proofs of residence

After an offer has been made of a place at the one of the Academies, the specific Academy will require 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. The other proof of residence must be a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required.

Unfortunately, it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at an Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Where the Child Lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights. School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings



A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, the specific academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Late Applications

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.