



Admissions Policy – Nursery 2019-20

Applicable to:	✓	NEAT primary academies within Newcastle upon Tyne: Central Walker C of E Primary School, Tyneview Primary School, Walkergate Community School, West Walker Primary School
	✗	NEAT Trust
Approval body:	NEAT Board of Directors	
Effective date:	2019-20	

Status:

Statutory policy or document	No
Review frequency	Annual
Approval by	Trust Board

Publication:

Statutory requirement to publish on website	No
If not, agreed to publish on website?	Yes – trust and school websites

Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Governance Support Adviser (HH)	3 April 2019	1.0	Agreed by directors for implementation at NEAT primary schools for 2019-20
Changed by	Revision Date	Version	Status

Review Date	
Frequency	Next Review Due
Annually	February 2020 (or earlier if new guidance or legislation issued and/or business need for earlier review identified)

1 Purpose

Newcastle East mixed multi Academy Trust (NEAT) is responsible for admissions for 3-4 year olds to all schools within the trust. The purpose of this policy is to set out the arrangements about how children will be admitted to the nursery at each primary school, including the criteria that will be applied if there are more applications than places at the school.

2 Scope

This policy sets out the arrangements for admissions to each school's nursery only. These admissions are managed directly by the school, not by Newcastle City Council.

There is a separate document setting out the admissions arrangements to the school's playgroup for 2-3 year olds. Admissions to the Reception class and in-year admissions from Reception to Year 6, which are managed in conjunction with Newcastle City Council, are covered by a separate policy.

3 Roles and responsibilities

- **NEAT Board of Directors:** The Board is responsible for approving the admissions arrangements to nursery provision at its schools. The Board delegates day-to-day decision-making about admissions to each school.
- **Headteacher:** Each school's headteacher is responsible for decisions about the number of places to be provided for 3-4 year olds within the maximum number set out in the funding agreement for their school.
- **Early Years Lead:** Each school's Early Years Lead is responsible for decisions about whether to admit or refuse children admissions to any available 3-4 year old places.

4 Planned intake number for 2019-20

All 3-4 year olds are entitled to 15 hours nursery provision (0.5 full time equivalent place).

Some parents are also entitled to a further 15 hours per week childcare provision, subject to the government's eligibility criteria, which parents may wish to take up within the school's nursery provision. This would be a further 0.5 full time equivalent place.

The maximum number of full-time equivalent places available in the nursery of each school for 2019-20 is:

Central Walker CofE Primary School	26
Tyneview Primary School	26 (pending DfE approval of 30)
Walkergate Community School	52
West Walker Primary School	26

The number of places available at any time will be subject to operational decisions by

the school's headteacher based on the demand for places, the needs of individual children and the cohort of children as a whole, the age profile of the cohort, the availability of staff to achieve the required staff:child ratios, and the limitations of the physical environment.

Children are usually admitted to nursery in the September after their third birthday.

Where places are available, children can also be admitted as follows:

- Children who turn three during the Autumn Term can enter the nursery at the beginning of the Spring Term in January;
- Children who turn three during the Spring Term can enter the nursery at the beginning of the Summer Term in April.

5 How and when to apply for places

All applications for nursery places must be made on the school's application form and returned directly to the school.

Applications for Nursery for September 2019 must be submitted **by midday on 25 April 2019**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time. Applications for a Nursery place after the start of the school year can be submitted at any time.

NEAT primary schools will share information about families applying for a 3-4 year old place in order to plan their provision appropriately. If you apply for a nursery place at more than one school this will not affect how your application is assessed and you will receive an offer of a place from each school, if you meet the eligibility criteria and there is a place available following any application of the oversubscription criteria.

NEAT schools coordinate the timing for offers of nursery places according to the following timetable:

- For places starting in September 2019 – week ending 17 May 2019
- For places starting in January 2020 – week ending 8 November 2019
- For places starting in April 2020 – week ending 28 February 2020

6 How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will first be admitted.

All 3-4 year olds are entitled to 15 hours nursery provision per week. All applicants will be offered 15 hours provision per week if there are enough places available in the nursery.

If more applications are received than the number of places available in the nursery, the following oversubscription criteria will be used in the order shown to decide which children will be allocated a 15 hour place:

1. Children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements or special guardianship order. Applications under this criterion must be accompanied by

evidence of the appropriate order. This must be submitted with the application.

2. Children who appear to the Early Years Lead to have been in state care outside of England and ceased to be in state care as a result of being adopted. Applications under this criterion will require appropriate evidence from the child's parents of the child's adoption from state care outside England.
3. Children with a sibling who will be on roll at the school or attending the nursery or any other early education or childcare provision provided by the school on the date that the child will be admitted in September 2019. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, as long as the children live at the same address.
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
5. Other children by distance from the school, with priority for admission given to children living nearest to the school (which in the case of Walkergate Community School means the main school site on Sutton Street) as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

Some parents, based on the qualifying criteria determined by the government, will be eligible for an additional 15 hours free childcare per week whereas other parents may wish to pay for additional hours. If there are enough places in the nursery to accommodate all requests for additional hours beyond the universal 15 hour entitlement then all applicants will be offered their preferred number of hours. If there are not enough places to accommodate all requests for additional hours then available hours will be allocated on a first come first served basis according to the date of application, regardless of whether the parent is eligible for the additional free childcare or wishes to pay.

Additional notes:

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have one week to respond to an offer of a place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a preferred school between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- You must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or

(2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

- Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery provision or playgroup. Children in the nursery or playgroup of the school will not be given priority nor are they guaranteed a Reception place in the main school.

7 Waiting lists

Children who do not receive an offer of a nursery place are automatically placed on a waiting list until the child exceeds the age eligibility criteria for nursery provision or the parent advises the school that a place is no longer requested. Should a place become available then the oversubscription criteria will be applied again to every child on the waiting list at the time of the vacancy.

8 Complaints

Any concern regarding the application of these admissions arrangements should be raised under the trust's Complaints Procedure.