



Admissions Arrangements – Nursery and Playgroup

Applicable to:	✘	All individual academies within NEAT
	✔	Tyneview Primary School only
	✘	NEAT Trust
Approval body:	NEAT Board of Directors	
Effective date:	2018-19	

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 – school website

Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Central Support Manager (SH)	18 December 2017	1.0	Agreed by directors for implementation at Tyneview Primary School.
Changed by	Revision Date	Version	Status

Review Date	
Frequency	Next Review Due
Annually	February 2019 (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 the admissions authority for Tyneview Primary School. The purpose of this policy is to set the arrangements about how children will be admitted to the nursery class and the playgroup at the school, including the criteria that will be applied if there are more applications than places.

2 Scope

This policy sets out the arrangements for admissions to the school's Nursery class and Playgroup 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 Reception class and for in-year admissions from Reception to Year 6, which are managed in conjunction with Newcastle City Council.

3 Roles and responsibilities

- **NEAT Board of Directors:** The Board is responsible for approving the admissions arrangements to nurseries and playgroups at its schools. The Board delegates the day-to-day decision-making about admissions to the local governing body of each school.
- **Local governing body:** The local governing body of each school is responsible for recommending nursery and playgroup admissions arrangements to the Trust Board. It may delegate decisions about individual admissions applications to an Admissions sub-committee with terms of reference agreed by the LGB. The LGB is responsible for managing all aspects of the admissions process.

4 Planned intake number

The number of full-time equivalent places available in the Nursery class in 2018-19 is 26 based on 52 part-time places.

Children are usually admitted to Nursery at the start of the term after their third birthday. Where places are available, children are also admitted at the start of the Summer Term if they will reach their third birthday by 31 August (known as "rising 3s").

The number of places available in the Playgroup in 2018-19 for 2-3 year olds is 30. Children are usually admitted to the Playgroup at the beginning of the term after their second birthday and can remain in the Playgroup until they are eligible to be admitted to a Nursery class at the start of the term after their third birthday, or are admitted earlier as described above.

5 How and when to apply for places

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

Applications for Nursery places for September 2018 must be submitted **by**

midday on 30 April 2018. Places will then be allocated and parents notified during May/June. 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.

Applications for a Playgroup place can be submitted at any time.

6 How places will be allocated

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

If there are enough places in the nursery or playgroup at the school then all applicants will be offered a place.

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

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, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children with a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2018. 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 or carer's partner, as long as the children live at the same address.
3. 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.
4. Children living nearest to the school 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

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 two weeks to respond to an offer of a school 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 school placement between them. In the event of a dispute the school will accept the application from the parent to whom the

- child benefit is paid.
- When stating your choice of school, 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 class or school. Children in the nursery class 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 or Playgroup place are automatically placed on a waiting list which will be held by the school until the end of the 2018-19 school year. Should a place become available then the admissions 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 school's Complaints Procedure.

Definitions

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.