

## Alverthorpe St Paul's School Nursery Admissions Policy (2019 -2020)

The Governing Body is responsible for part-time admissions to the school's Early Years Foundation Stage and agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Council.

All children are entitled to a part-time nursery place the term following their 3rd birthday and a full-time place at the September following their 4th birthday.

From September 2019 all children will be eligible for up to 15 free hours, these are classed as 'universal hours.' Some children will be eligible for up to 15 additional hours these will be known as the 'extended entitlement.' Parent's eligibility for the extended entitlement will have to be verified prior to child starting at the school.

The school has a 26 place nursery. This means that a maximum of 26 part-time children can be admitted for the 'universal hours'. Children will be admitted for **5 mornings**. There will be 12 places available for the extended entitlement in the afternoon and a limited number of places for the before and after school provision. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Headteacher.

### PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term **after** their 3<sup>rd</sup> birthday.

The part-time admission dates are:

Three Year Olds Born Between	Month of Part-time Admission	Term of Part-time Admission
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

If we receive 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 whose parents or carers who live in the School's catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (You will need to ensure your application form is signed by the vicar or church warden);
4. Children who live within the School's catchment area and who have brothers or sisters (this includes step-brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address and are attending the school at the proposed date of admission.
5. Children who live within the School's catchment area.
6. Children who have a brother or sister (this includes step brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address, are at the school and who live outside the School's catchment area attending the school at the proposed date of admission
7. Children whose parents or carers who live outside the School's catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (You will need to ensure your application form is signed by the vicar or church warden).
8. Children of any member of staff permanently employed by Alverthorpe St Paul's CE (VA) School 3-11yrs for two or more years at the time of application.
9. Church going families from other churches who want a Church of England based education for their child(ren). (You will need to ensure your application form is signed by the vicar or church warden).
10. Other children by age order (admitting eldest first).

Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters residing at the same address) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.

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.

Where the admission of siblings from a multiple birth (eg twins, triplets) would cause Alverthorpe St Paul's CE (VA) School 3-11yrs to rise above its Planned Admission Number (PAN), the school will seek advice from Wakefield Council Early Years Team to agree a resolution.

Children living from families outside the Wakefield District boundary will be considered alongside those who live within the Wakefield District.

## **ALLOCATING PART-TIME PLACES – UNIVERSAL**

Parents/carers must contact the school directly when applying for a part-time nursery place. The parent/carer will be requested to complete an application form and then the child's name will be added to the school's nursery waiting list.

Places will be allocated in accordance with the above part-time admissions criteria.

The school will allocate part-time places on the following dates for the following academic year.

<b>Term child will take up Early Years Provision</b>	<b>Closing date for applications</b>	<b>Week commencing date places will be allocated</b>
Autumn <b>2019</b>	<i>20<sup>th</sup> April 2019</i>	<i>28<sup>th</sup> April 2019</i>
Spring <b>2020</b>	<i>20<sup>th</sup> September 2019</i>	<i>29<sup>th</sup> September 2019</i>
Summer <b>2020</b>	<i>20<sup>th</sup> January 2020</i>	<i>26<sup>th</sup> January 2020</i>

Any applications received after the specified date 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. Parents wishing to accept the place should do so within 2 weeks of the place being offered. If a parent does not respond to the offer letter and the school has made reasonable effort to contact them the place will be offered to the first child on the waiting list.

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 and identity. Examples are a birth certificate or passport. 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.

The home address for each child is the permanent address of the parents/carers and their child. This is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of the time, even if he or she lives at a different address for some days of the week.

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.

### **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.

Parents should be aware 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 full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

### **PART-TIME ADMISSIONS CRITERIA – EXTENDED ENTITLEMENT (SCHOOLS OFFERING A FLEXIBLE MODEL)**

Children who are already on role in Nursery during the academic year 2018-2019 and will remain in Nursery for another year (2019-2020) are given priority status for the extended entitlement. See criteria below.

If we receive more applications for an extended entitlement place than those available then children will be admitted in the following order:

1. Children already on role in Nursery during the previous academic year.
2. The child accessing the universal offer in the school.
3. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
4. 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);
4. Children whose parents or carers who live in the School's catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (You will need to ensure your application form is signed by the vicar or church warden);
5. Children who live within the School's catchment area and who have brothers or sisters (this includes step-brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address and are attending the school at the proposed date of admission.
6. Children who live within the School's catchment area.
7. Children who have a brother or sister (this includes step brother(s)/sister(s) and half-brother(s)/sister(s) ) who live at the same address, are at the school and who live outside the School's catchment area attending the school at the proposed date of admission
8. Children whose parents or carers who live outside the School's catchment area and have attended St Paul's Church at least once per month for at least 6 months and whose names are entered on the church electoral roll. (You will need to ensure your application form is signed by the vicar or church warden);
9. Children of any member of staff permanently employed by Alverthorpe St Paul's CE (VA) School 3-11yrs for two or more years at the time of application.
10. Church going families from other churches who want a Church of England based education for their child(ren). (You will need to ensure your application form is signed by the vicar or church warden);

11. Other children by age order (admitting eldest first).

**PART-TIME ADMISSIONS CRITERIA – EXTENDED ENTITLEMENT  
(CHILD TAKING UP IN TWO SCHOOLS)**

A child who accesses their universal entitlement in one school may take up their extended entitlement at a different school if they meet the eligibility criteria.

They should only be admitted after all universal places have been allocated and extended entitlement places where a school offers a flexible model.

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. Date of birth order – eldest first.