

Appendix B

Alverthorpe St Paul's School Nursery Admissions Policy (2018 -2019)

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 Local Authority.

The school has a 26 place nursery. This means that a maximum of 26 part-time children can be admitted. Children will be admitted for **5 mornings**. There will be a limited number of wraparound places in the afternoon and 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 3rd birthday.

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

The part-time admission dates are:

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 under special educational needs statutory assessment or with a statement of special educational needs (which names the school);
2. Children currently or previously in public care (Looked After Children); 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.

3. Children whose parents or carers who live in the Local Authority 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 LA catchment area for the school 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 LA catchment area for the school.
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 LA catchment area attending the school at the proposed date of admission
7. Children whose parents or carers who live outside the Local Authority 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 category is over subscribed then children within that category will be admitted on an age order basis (eldest first).

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), all of the children from the multiple birth will be admitted.

Children who reside outside of the Wakefield District will be considered alongside all other children.

ALLOCATING PART-TIME PLACES

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 and parental demand for flexibility.

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.

Term child will take up Early Years Provision	Closing date for applications	Week commencing date places will be allocated
Autumn 2018	<i>20th April 2018</i>	<i>28th April 2018</i>
Spring 2019	<i>20th September 2018</i>	<i>29th September 2018</i>
Summer 2019	<i>20th January 2019</i>	<i>26th January 2019</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.

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.

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