

EVELYN CP SCHOOL

**ADMISSION POLICY
FOR
NURSERY
2018/2019**

**Updated and accepted by Governors: January 2015
January 2016
January 2017**

EVELYN C.P. SCHOOL
ADMISSION POLICY FOR NURSERY

Admission to Nursery 2018/19

All children, irrespective of need, have statutory entitlement to part-time nursery education from the beginning of the term following their third birthday. The provision is normally 5 sessions of 3 hrs each.

<i>Child's 3rd Birthday</i>	<i>Normal Term of Admission</i>
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

The nursery class has a set number of 26am and 26pm places. **Parents should note that places may have been allocated to 3 year olds in the previous year.** Where these children are still of nursery age and are continuing to attend, this will limit the number of places available for allocation. e.g. in our 52 places, if 12 children continue from the previous year will mean 40 places remain available for allocation.

Provision in 2017/18 is expected to be 5 sessions of 3 hours each, with a.m. or p.m. times, ie. 8.30am – 11.30am or 12.15pm – 3.15pm. (Please note that a parent is entitled to 5 free sessions in total for their child and cannot take up, for example, 5 free sessions in one Nursery and then obtain 5 free places in another. Parents may be asked to sign to say that they are not accessing more than 5 sessions in total).

We will endeavour to accommodate a.m. or p.m. requests, but this cannot be guaranteed. Parents seeking to place their child in the school nursery class should read the Booklet 'Knowsley Nursery Education Provision 18/19'. Parents should complete the Application Form at the back of the Booklet at the appropriate time.

Applications are welcomed from Knowsley residents and from those who live outside the borough. In all cases, the relevant Knowsley form should be completed. An application form should contain accurate information. Any offer of a place is subject to a birth certificate and proof of address subsequently being provided to the school, confirming the details on the form. The address given must be the normal home address for the child. Where false information has been provided, the place offered may be withdrawn. Applications received after the closing date but in time for the initial allocation will be included where practicable. However, as the exact date of allocation cannot be predicted, there is no guarantee that any application received after the closing date will be included.

Some parents may already have asked for their child's name to be placed on an "interested" list. This, however, is not a formal application. Parents are requested to read the policy and then fill in and return the Community School Nursery Application Form to the school concerned, during the stated period.

An application form is not valid until a birth certificate and proof of address are provided to the school, confirming the details on the form. Any offer of a place is subject to these proofs being provided.

Where there are more applications than places, the school will apply the admission policy which is printed in the Nursery booklet and below. Parents/carers should note that there is no right of appeal if a Nursery place cannot be allocated. Our school does keep a waiting list.

Parents should note that the offer of a nursery place DOES NOT guarantee transfer to the reception class of that school. All parents seeking reception places for their children will have to apply formally during the required period. Applications will be considered according to the determined primary school admission policy and procedures for that year.

The school's offer letter will give a start date. **This will normally be the beginning of the term following the third birthday (places permitting).** If parents/carers do not require the place, they should inform the school immediately in writing.

Policy

Applications will be considered on a termly basis. Applications for September 2018 should be submitted no later than 15 March previous. Those for Spring and Summer term entry should be received by the closing date for half-term break in the term preceding entry. For example, where a parent wishes their child to start nursery in the term commencing January 2019, application should be made no later than October 2018. All applications received by that date will be considered together against the policy. Allocations will normally be completed within 3 weeks of the closing date and letters posted out.

The policy will be applied to all eligible applicants as follows:
(i.e. *applicants eligible for the particular term under consideration*)

Priority will be given in the following order:

1. Children who are cared for by the Local Authority or who were, in certain circumstances, previously looked after by the Local Authority¹ (see footnote and note 1)
2. Children with exceptional circumstances who are nominated by the Knowsley Child Development Centre.
3. Children aged 4² with an older brother or sister expected to be attending that nursery class or primary school at the time of the younger child's admission.
4. Other children aged 4.
5. Children aged 3³ with an older brother or sister expected to be attending that nursery class or primary school at the time of the applicant's admission.
6. Other children aged 3.

Where there are more children in any one category than places remaining, the following tie-break will be used:

Children living within 0.5 of a mile radius of the school will be considered first. Where a further tie-break is necessary, random selection will be used.

¹ As re-defined in the revised School Admissions Code 2012 – looked after (under Children Act 1989 section 22(i)) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became one of the following (a) adopted (b) subject to a residence order or (c) to a special guardianship order.

² "Children aged 4" is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place. (i.e. they are in the year previous to admission to reception class.)

³ "Children aged 3" is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)

Where places remain available, children living within 1 mile will be considered, as above. If required, further radial groupings, increasing by 0.5 of a mile each time will be considered until the allocation is complete. Where distance does not assist, e.g. in the case of twins or children living in the same block of flats, random selection will be used to decide who has the place.

NB – (1) Parents who wish to have their child considered under criterion 1 as a child who was looked after by the local authority but was then immediately adopted/became subject to a residence or a special guardianship order, need to provide evidence of this to the local authority at the point of application.

(2) A “brother or sister” as stated in criteria 3 and 5 includes foster, adopted, step and half siblings, provided they live with the same family at the same address.

(3) Where a child has a Statement of SEN which names a particular school, he/she will have priority over all other applicants and available places will be reduced accordingly.

(4) Parents should note the exceptional nature of the circumstances required for acceptance under criterion 2. Not all children receiving support from the CDC will be eligible. It is for the CDC professionals to decide whether it is essential that the child attends the particular school, rather than any other.

(5) Proof may be requested of any details supplied on the application form e.g. home address. A place may be withdrawn if the information is considered to be false. The address where the child normally lives is taken as the main address; different proofs may be required, dependent on circumstances. A child minder’s or other relative’s address is not acceptable. The address which receives child benefit will normally be used if the child’s time is split between two homes, but the Council reserves the right to request other proofs as fit the individual circumstances.

Where a place cannot be offered, parents can be informed of other Knowsley school nursery classes with a place in the area. There is no right of appeal. Names will be kept on a waiting list by the individual school until the end of the school year applied for. Where a place becomes available, it will be offered in line with the above criteria. If parents change address, they must inform the school immediately in writing and the application may be considered from the new address, depending on the point in the application process.

Disability Discrimination – The Equality Act 2010

Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

The Governing Body of the school undertakes the admission procedure for nursery classes. No places will be offered before the stated date. Where the school is oversubscribed with applications, the school informs the Admissions & Exclusions Team. The Governors works with the Authority to ensure the allocation is undertaken in line with the requirements of the policy. Any requirements for formal measuring can be undertaken by the Admissions & Exclusions team.

The school makes offers and sends out refusal letters on behalf of the Local Authority and keeps the waiting list as set out in the policy. In case of oversubscription, the Admissions & Exclusions Team take any necessary decisions in line with the policies.

Interested List

Evelyn CP does keep a list of names and addresses of parents who are interested in applying for a nursery place at a later date. This is NOT a formal application and parents still need to apply during the correct period.

There is no appeal procedure.

Updated and accepted by Governors:	January 2010
	January 2012
	January 2013
	January 2014
	January 2015
	November 2016
	December 2017

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