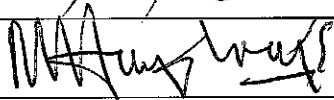


**Glemsford Primary Academy  
Nursery Admissions Policy**

Date approved	5/12/19
Signed	 (Chair of Governors)
Minuted	28/11/19
Date of next review	Nov 2021

### **Introductory statement**

Glemsford Primary Academy ('the Academy') is a one-form entry primary school and nursery, which is part of Unity Schools Partnership ('the Academy Trust'). The Nursery admits children aged from two to four years old. Children can join the Nursery from their 2<sup>nd</sup> birthday and can stay in the Nursery until the end of the summer term after their 4<sup>th</sup> birthday.

This policy outlines the arrangements into the Nursery only. **Admission into the Nursery does not guarantee a child a Reception place at the Academy; a separate application for a Reception place must be made to Suffolk County Council, who will allocate your child a Reception place for the September after their 4<sup>th</sup> birthday.** Please see our Admissions Arrangements for September 2020, available from the school office or website, for further information on how to apply for a Reception place.

### **Admission number**

The Nursery will not admit more than 34 to the roll for each nursery class. However, attendance at each session will be limited as follows: a maximum of 28 in Nursery 2 (3 Yrs +) and 18 in Nursery 1 (2 Yrs +) will be accommodated in each session.

The Academy Trust will accordingly admit this number of pupils to nursery each term if there are sufficient applications, in accordance with the oversubscription criteria. Where fewer applicants than these limits allow for are received, the Academy Trust will offer places at the nursery to all those who have applied.

### **Procedures**

The Academy will decide its own admissions into the Nursery. Applications should be made directly to the Academy using the application form which is available from the school office or website. Children do not have to attend every day of the week: you may select whichever combination of three-hour sessions you wish on the application form. Wherever possible, we will try to give your child a place in the Nursery on the days and sessions that you request. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and discuss what we can offer with you.

When a parent/carer contacts the Academy enquiring about a place for their child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available. If a place is available, the parent/carer will be invited to visit the Nursery; if the parent/carer agrees to abide by all the terms and conditions of

administration, including the fees and arrangements for payment, they will be asked to arrange a home visit and free induction visit/s, and a start date for the child will be agreed.

We are able to offer places to children taking up government funded hours, including 'Golden Tickets'; in addition to this, children can access fee paying places (referred to as additional purchased hours). If your child is not eligible for government funded hours for some or all of the sessions that you request, you will need to pay for the additional purchased hours prior to your child attending those sessions. Please see our Nursery Fees Policy, available from the school office or website, and/or ask at the office for further information about additional purchased hours.

### **Oversubscription criteria**

When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in the following priority order:

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
2. Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific nursery placement is identified.
3. Siblings of pupils who are already at the Academy or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the Academy, please name your youngest child on the application form.
4. Children who are ordinarily resident in the catchment area.
5. The number of regular sessions requested per week, from highest to lowest.
6. Date of birth, from oldest to youngest.
7. In the unlikely event that two applicants competing for a single place at the Academy meet the above criteria identically, random allocation will be used. The random allocation process will be independently supervised.

### **Definitions of terms used**

#### **Sibling**

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision or nursery. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units,

where those separate families are living together at the same address, are not considered siblings under this criterion.

### **Ordinarily resident**

By ordinarily resident, we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place in the Nursery, we will consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. The address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

### **Catchment area**

This is the area the Academy serves. Your child is not guaranteed a place at their catchment area school. Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area parish/village and street lists for towns at: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools).

If you would like a copy of the map or list sent to you, or you are unsure of your catchment area, please call the Admissions Team on 0345 600 0981.

### **Twins, triplets and other multiple births**

If the final place available in the Nursery is offered to a twin, triplet or other multiple births and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s in the Nursery, provided that the necessary staffing can be put in place in order to comply with statutory staff:pupil ratios.

### **Waiting lists**

If you apply for a school place in the Nursery and you are refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria (above).

**The order of children does not remain static - as circumstances change, a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications.** If you change your address while your child is on a waiting list, you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.