



PAN: 13 FTE places

It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to Nursery will be determined by the oversubscription criteria detailed below.

Oversubscription Criteria

If the total number of applications for admission to the Nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places. We use the same criteria for admission into our Nursery as the local authority use for admission to full time education.

- 1) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted *see additional note * below*.
- 2) Children whose current exceptional circumstances satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds which requires regular and sustained medical treatment or by other extreme exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate and be relevant to the preferred school and the individual child, i.e. the exceptional circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a recent professional's report (obtained by the applicant and provided when

the application is submitted), e.g. social worker. This report must clearly explain why the child's circumstances are exceptional and why it is considered best that they attend the preferred school rather than any other school.

And

Test 2: the child will suffer hardship if they were unable to attend the preferred school rather than any other school.

Hardship means severe suffering of any kind, not merely difficulty, inconvenience or mild to moderate emotional distress, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information (which may be included within the professional's report) detailing both the type and severity of any likely hardship at the time of application.

3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; (For the application to be prioritised under this criteria the children must be living at the same home address for the majority of the school week and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children whose home address is located within the catchment area of the preferred school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system - see additional notes below

Where it is not possible to accommodate all children applying for places within a particular category then the local authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria.

If we cannot distinguish between applicants using the criteria listed, e.g. children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected.

How to apply - Please contact the school directly for an application form. Parents will be notified of the outcome of their application 4 weeks after the closing date.

Additional Notes

Attendance at the Nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, the local authority will not seek to obtain any supportive information on behalf of the applicant in support of a school application.

*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Home Address

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after this date they will be offered according to the child at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Late applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the complaints procedure.