

# **St. Nicholas CE First School, Codsall**

## **Designated Nursery Provision: Academic Year 2018/2019**

### **Designated Nursery Provision**

It is the Academy's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular setting than there are places. Admission to these settings is determined by the oversubscription criteria detailed below.

### **Oversubscription Criteria**

If the total number of preferences for admission to a nursery exceeds the number of available places, then the following order of priority will be used to allocate the available places.

- 1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of other applicants either on their own individual medical grounds or by other 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 Academy's maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the Academy and the individual child, i.e. the circumstances of the child, not the specific economic or social circumstances of the parent/carer, and be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker, justifying why it is better for the child to attend the Academy's maintained nursery rather than any other nursery.

and

Test 2: the child would suffer hardship if they were unable to attend the Academy's nursery setting.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 3) Children who have an elder brother or sister in attendance at the Academy at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the same address 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 of staff who have been employed at the school for two or more years at the time at which application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (as per 1.39 of the [DFE School Admissions Code](#)).
- 5) Children living within the defined catchment of the Academy.
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the Academy, determined by Googlemaps.

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

### **Additional Notes**

A copy of the catchment area map is available from the Academy or Local Authority.

**Attendance at the Academy's nursery setting will not guarantee admission to Reception Class or give any advantage to the child's application for Reception. Parents must make a separate application for admission to Reception at the appropriate time.**

In accordance with legislation, children who have a statutory statement of special educational need or an Education, Health and Care Plan (EHCP) that names the Academy's nursery must be admitted. This will reduce the amount of places available to other applicants.

Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

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

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 relative's address will not be considered for allocation purposes.

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.

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.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

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. There will be a period of two weeks after the published offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list. Waiting Lists will be kept until the end of the autumn term of admission.

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

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.

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

### **Extended School's Provision**

Once the school's admission has been reached, in respect of Little Nics afternoon extended school provision (26 pupils or as staffing ratio dictates), places will be allocated as per the school's admission policy after the following criteria has been applied:-

Preference will be given to children requiring 5 days a week over those who need it on a part-time basis.