

# Admissions Policy

## Pre-School and Nursery

### Byker Primary School



Approved by:	Governing Body
Approved Date:	05.09.2023
Review frequency:	Annually
Next Review Date:	July 2024

## 1 Purpose

Byker Primary School is responsible for admissions for 2-4 year olds to all schools within the trust. We welcome children from a diverse range of backgrounds. The purpose of this policy is to set out the arrangements about how children will be admitted to the pre-school or nursery, including the criteria that will be applied if there are more applications than places at the school.

## 2 Scope

This policy sets out the arrangements for admissions to each setting for pre-school or nursery aged children. These admissions are managed directly by the school, not by Newcastle City Council. Admissions to the Reception class and in-year admissions from Reception to Year 6, which are managed in conjunction with Newcastle City Council, are covered by a separate policy.

## 3 Roles and responsibilities

- **Governing Body:** The Governing Body are responsible for approving the admissions arrangements and policies to Pre-School and Nursery provision.
- **Head teacher:** The headteacher is responsible for decisions about the number of places to be provided for 2-3 and 3-4 year olds within the maximum number set out in the funding agreement for their school.
- **Early Years Leader:** Each school's Early Years Lead is responsible for decisions about whether to admit or refuse children admissions to any available 2-4 year old places.
- **Administration team:** The admin team process applications and communicate with perspective parents about school and new admit procedures.

## 4 Planned intake number for 2023-24

The number of places available at any time will be subject to operational decisions by the school's headteacher based on the demand for places, the needs of individual children and the cohort of children as a whole, the age profile of the cohort, the availability of staff to achieve the required staff:child ratios, and the limitations of the physical environment.

**Children are usually admitted to Nursery in the September after their third birthday**

**Children are usually admitted to Pre-School in the September after their second birthday**

**Where places are available**, children can also be admitted as follows:

- Children who turn three or two during the Autumn Term can enter at the beginning of the Spring Term in January;
- Children who turn three or two during the Spring Term can enter the nursery at the beginning of the Summer Term in April.

## **5 How and when to apply for places**

All applications for nursery places must be made on the school's application form and returned directly to the school.

Applications for Pre-school or Nursery for September 2023 must be submitted by **midday on Friday 28 April 2023**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time. Applications for a Nursery place after the start of the school year can be submitted at any time.

Byker coordinate the timing for offers of nursery places according to the following timetable:

- For places starting in September 2023 – week ending 12 May 2023
- For places starting in January 2024 – week ending 3 November 2023
- For places starting in April 2024 – week ending 1 March 2024

**Where school has filled all allocation spaces, all parents will receive communication of this from the admin team stating we have no spaces to take children at alternate dates within the academic year.**

## **6 How places will be allocated**

All children whose Education, Health and Care Plan (EHCP) names the school will first be admitted.

All 2-4year olds that are entitled to 15 hours nursery provision per week. All applicants will be offered 15 hours provision per week if there are enough places available in the pre-school or nursery.

If more applications are received than the number of places available in the pre-school or nursery, the following oversubscription criteria will be used in the order shown to decide which children will be allocated a 15 hour place:

1. Children who are currently looked after by a local authority in England, who were previously looked after by a local authority in England or who appear to

the Early Years Lead to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order. Applications under this criterion must be accompanied by evidence of the appropriate order. This must be submitted with the application.

2. Children with a sibling who will be on roll at the school or attending the nursery or any other early education or childcare provision provided by the school on the date that the child will be admitted in September 2023. Sibling can be a brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, as long as the children live at the same address.

3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.

4. Other children by distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates

Some parents, based on the qualifying criteria determined by the government, will be eligible for an additional 15 hours free childcare per week whereas other parents may wish to pay for additional hours. If there are enough places in the nursery to accommodate all requests for additional hours beyond the universal 15 hour entitlement then all applicants will be offered their preferred number of hours. If there are not enough places to accommodate all requests for additional hours then available hours will be allocated on a first come first served basis according to the date of application, regardless of whether the parent is eligible for the additional free childcare or wishes to pay.

**Additional notes:**

- In the event that more than one child has an equal right to an available place the place will be offered based on random allocation.
- Parents/carers have one week to respond to an offer of a place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a preferred school between them. In the event of a dispute

the school will accept the application from the parent to whom the child benefit is paid.

- You must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.

- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week (2) with the parent who receives child benefit or where the child is registered with a GP, if there is any dispute.

- Parents and carers should note that the allocation of Reception places does not take into account attendance at any specific nursery provision or playgroup. Children in the nursery or playgroup of the school will not be given priority nor are they guaranteed a Reception place in the main school.

## 7 Waiting lists

Children who do not receive an offer of a nursery place are automatically placed on a waiting list until the child exceeds the age eligibility criteria for nursery provision or the parent advises the school that a place is no longer requested. Should a place become available then the oversubscription criteria will be applied again to every child on the waiting list at the time of the vacancy.

## 8 Complaints

Any concern regarding the application of these admissions arrangements should be raised under the trust's Complaints Procedure.

### Definitions

**Parent** is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a Residence Order) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society