



## **NURSERY ADMISSIONS POLICY**

Date Written	Summer 2017
Review Date	Summer 2018
Date Ratified by the Board of Trustees	Summer 2017

The Governing Body of Inspire Multi Academy Trust is the admission authority for Farringdon Academy, New Penshaw Academy, Plains Farm Academy, Burnside Academy and Fatfield Academy and has responsibility for the Admission Policy.

### **Planned Intake Number**

The planned intake for nursery classes is the number of places we intend to make available for our normal intake. This number is set in line with our Funding Agreement with the Education Funding Agency. Once the Academy sets this number, we will not normally refuse applications below the planned intake number.

All children are entitled to a 15-hour nursery place however, linked to the Government's Extended Childcare offer, eligible families can access a 30-hour place.

15 hour places will be allocated a morning or afternoon session (3 hours per day). 30 hour places will be allocated over a 5-day week, Monday to Friday (6 hours per day) and will be in line with the normal school day.

The current set planned intake number for Nursery classes in our Academies is:

Academy	Planned Intake Number
Farringdon	75 full time equivalent places
New Penshaw	30 full time equivalent places
Plains Farm	30 full time equivalent places
Burnside	30 full time equivalent places
Fatfield	30 full time equivalent places

### **Application for a Place**

Applications must be made on the Nursery Application Form (available from the school). Applications can be submitted from a child's second birthday and should be submitted no later than the 30<sup>th</sup> April each year which will allow our academies to allocate places thereafter and notify parents during May/June.

Applications received after the date above will be considered in line with available places. Such applications will be considered after all applications received by the closing date have been considered. Parents must provide evidence of their child's date of birth in order to prove their child's age and eligibility for nursery.

If parents are requesting consideration for an Extended Childcare 30-hour place, they must also complete and submit the Extended Childcare Eligibility Form and provide an eligible 30-Hour Eligibility Code (available via the online Government Portal <https://childcare-support.tax.service.gov.uk/par/app/applynow>)

Before you start, this process will take around 20 minutes to complete and you will require:

- Your National Insurance Number
- If you're self-employed your Unique Taxpayer Reference
- The date you started or are due to start work

- Details of any other Government support/benefits you receive

If we receive less applications than spaces available, all children will be admitted up to the planned intake number. If we are oversubscribed, the Governing Body, as Admission Authority will seek to apply the Nursery Admission criteria.

### **Admissions Criteria**

We will admit applications, up to the indicated planned intake number in accordance with the following criteria in the following order of priority: -

1. **Looked After Children** – This refers to children who are looked after by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and children who were looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order). Parents are asked to send proof as supplemental information with their application form.
2. **SEN** - Children with a Statement of Special Education Need or Education Health and Care Plan which names the school.
3. **Sibling Link** – Children who have an older sibling attending the school at the time of their application. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The child of the parent/carer’s partner is also classed as a sibling if the child for whom the place is sought is living in the same family unit at the same address as that sibling.
4. **Exceptional medical or psychological reasons** – You must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school could meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.
5. **All Other Children**

### **Notes**

Within each of the above categories, places will be offered on the basis of distance from the center of the home address to the main entrance of the school with priority being given to those living closest to the school.

Proof of age will be sought in the form of a child’s birth certificate or passport. No other means of proving proof of age will be accepted.

Proof of residency will be sought in the form of a Council Tax Bill and should be sent in as supplemental information with each application. No other means of proving residency will be accepted.

Under normal circumstances, we will not admit over our planned intake number. This number is the maximum our academies can admit and is tied to the Academy Funding Agreement.

Parents who are unsuccessful in securing a place for their child at the Academy will be notified in writing.

Please note that securing a nursery place does not guarantee a place within our academy Reception class.

Children who do not receive an offer of a place are automatically placed on a waiting list which will be held by the Academy indefinitely. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

### **Exceptional Circumstances**

The Academy may be asked to increase its planned intake number only where:

- An event/incident occurs in another educational establishment which could not possibly have been planned for, e.g. fire;
- To comply with other agreed protocols, e.g. children in care, fair access, SEN;
- A child moves into an area outside the normal admissions round and no other school would provide suitable education within a reasonable distance of their home;
- An allocations error has occurred and a place should have been offered;
- Multiple birth siblings would be split and therefore will be offered together;
- Children of armed forces personnel.

In such cases, the academy will require the consideration and approval of the Education Funding Agency.

### **Exceptional Medical or Psychological Need**

Exceptional medical need means that the child's health and welfare would be best served if they attended the Academy. Parents would need to provide medical evidence in the form of a letter or report from a doctor to support their case.

The evidence would have to establish that the Academy is the best/only school to serve the child's needs and clearly state why other schools could not provide the appropriate support.

### **Waiting Lists**

Waiting lists will be kept in order of the oversubscription criteria above. List placement will not be prioritised according to how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied against other waiting applicants.

### **In Year Admissions**

Parents can make a request for admission after the normal round of admissions (after 31 August) using the Nursery Application Form.

If you were seeking an in-year place because your child has just moved in to the area and does not already have a nursery place, admission would be as soon as possible. If your child already has a nursery place locally, admission will normally be at the beginning of a term.

### **Information Provided by Parents in an Application**

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Governing Body will suspend the application until parents can reach agreement. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

All applications are to be completed honestly and fairly. It is important that where we offer places to some children and refuse others that we do so fairly and consistently, in line with the Admission Policy framework. Information provided by parents, which is found to be intentionally fraudulent, will result in the offer of your child's place being withdrawn.

The Admissions Authority is required to consider the information supplied by you on the application form, including any supplementary information/evidence offered. It is very important that you take great care to ensure the form has been completed accurately and in full before submission.

Any advice or support you require in completing this form can be sought via the Academy office.

### **Transport**

All parents should consider how their child would get to school during their time on roll. Parents are encouraged not to rely on lifts, car shares or public transport always being available and try where possible to have a contingency plan in place to ensure their child's attendance.

Where a parent could have applied on time but failed to do so, there will be no entitlement to seek assistance from the Academy with education transport to the alternative school.

### **Extended Schooling**

Further information on extended schooling, including breakfast and after school provision is available from the Academy office or the website.

### **Home-School Agreement**

We will offer such an agreement to all parents after children have been admitted as we consider these agreements to be a positive way of promoting greater involvement between parents and their child's education.

### **Uniform Policy**

Children attending our Academies are expected to wear a uniform. Some of the items required can be ordered through the Academy office, the uniform provider online or from retail outlets.

### **School Fees and Charges**

There is no charge for applying for a place within our Academies, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are voluntary. No activities such as school trips are compulsory. A policy on charging for activities is available from the website or the Academy office.