Admission Arrangements for Hayes Meadow Primary School Nursery

Nursery Provision: Academic Year 2020/2021

September 2020	children who are three years old	applications to the school office by 10th July 2020
January 2021	children who are three between 1st September and 31st December 2020	applications to the school office by 30th November 2020
April 2021	children who are three between 1st January and 30th March 2021.	applications to the school office by 23rd February 2021
September 2021	children who are three before September 2021.	applications to the school office by 30th April 2021

It is the school'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 age setting 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 child arrangement 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 preferred maintained nursery rather than any other nursery.

Exceptional circumstances must relate to the choice of nursery 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 preferred maintained nursery rather than any other nursery.
and

Test 2: the child would suffer hardship if they were unable to attend the preferred 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 school and who will still be attending the school 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 living within the defined catchment or cluster area of the preferred setting. Cluster areas for nursery age settings will sometimes, but not always, correspond to the catchment area for the main school.

5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the nursery setting, determined by a straight-line measurement as calculated using the Local Authority's Geographical Information System.

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

Additional Notes

- Copies of cluster and catchment area maps are available from the Local Authority or individual schools.
- There is no charge or cost related to the admission of a child to a school.
- Attendance at a particular nursery setting will not guarantee admission to any particular 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 a particular nursery setting must be admitted to that nursery. This will reduce the amount of places available to other applicants.
- 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. 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). 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 school will not seek to obtain this information on behalf of the applicant.

- The school uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.
- 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 child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the school immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes on the offer date.
- 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 school 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.

- 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.

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 school governors following the school's complaints procedure.

Review date: June 2021