



**DIXONS
ALLERTON
ACADEMY**

Policy Documentation

**Policy: Nursery Admissions
 September 2018**

**Responsibility for Review: Primary Head
Date of Next Review: December 2019**

Admissions

Statement of Policy

The Nursery is committed to:

- admitting a local intake, reflecting all communities;
- resolving a situation where there are many more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- ensuring that students with Special Needs and vulnerable children are not treated less favourably than other applicants.

The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all prospective parents/students are aware of the admissions procedures;
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span.

Procedures

The admission arrangements are:

- a) There are 52 places available; 26 in the morning and 26 in the afternoon.
- b) Applications for places are to be made directly to the Nursery at Dixons Allerton Academy using the Nursery's official application form.

Entitlement

- a) Every 3 and 4 year old child is entitled to 15 hours' free early years education in the term following their 3rd birthday.
- b) The Nursery will not consider applications that request a combination of morning and afternoon nursery. Families must choose morning OR afternoon nursery for the duration of their child's time at the Nursery.
- c) Children will take up places at the start of the term. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April.

Allocation of places

If there are more applications than there are places available, the oversubscription criteria (below) will be used to allocate places.

Applications for places need to be made directly using the Academy's Nursery application form. The Nursery will contact families directly to inform them of the outcome of their application.

Any applications received for children who are too young to attend will be placed on a waiting list and the application will be processed in the term before they are due to start Nursery.

Oversubscription criteria

- 1) Looked after children, or children who were previously looked after e.g. because they were adopted or became subject to a residence or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- 2) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The letter must explain why the nursery is the only suitable nursery to meet the child's needs and why no other nursery could provide the appropriate support for the child.

Allocation of a place will be decided based on receipt of a letter by the governors of the Academy and where the governors consider that a place should be offered on these grounds.

- 3) Children whose sibling lives at the same address, currently attends the Academy, and who will continue to do so on the date of admission (see note 2 for a definition of sibling).
- 4) Children who live nearest to the Nursery using straight line measurement from the main entrance of the Nursery to the Ordnance Survey address point for the child's home (see note 3). Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Notes

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters *living at the same address*. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
4. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.
5. The offer of a place at the Nursery does not guarantee the child a place in the Reception class at the Academy. A fresh application will be required in accordance with the criteria for admission to Reception classes.

Waiting lists

If your child is not offered a place at the Nursery, you may ask for your child to be placed on the waiting list kept at the Academy office. Where places become vacant they will be allocated in accordance with the oversubscription criteria above.

There are no statutory appeal entitlements for parents/carers refused a nursery place. If you are dissatisfied with the admission decision, parents can put their concerns in writing to the Governors who will consider the complaint in accordance with the Academy's complaints procedure. They will, however, need to comply with the published rules for admitting children to Nursery.