



## **Policy Documentation**

### **Policy: Nursery Admissions**

**Responsibility for Review: Head of Primary**  
**Date of Next Review: December 2021**

# 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 3<sup>rd</sup> 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 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.

## Allocation of places

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

For applications made directly using the Academy's 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.

Please note that 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.

## **Oversubscription criteria**

- a) i) Looked-after children or children who were previously looked after by a local authority.  
ii) Children who have been in state care outside of England and ceased to be so as a result of being adopted.

See note 1 for a definition of the above terms.

- b) 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 recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Prioritisation will be decided based on the information received. See note 2 for how to apply.

- c) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 3 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy as detailed at point d).
- d) Children who live nearest to the Nursery using straight line measurement from the main entrance of the Nursery using straight line measurement taken from the Ordnance Survey reference point for the home address (see note 4) to the main entrance of the school. 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 decided by using a computerised random number generator programme (see note 5).

### *Notes*

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who was previously looked-after but who left care through an adoption order, a child arrangements order or special guardianship order.

Children previously in care outside of England and Wales are those who have been looked-after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.

The e-mail or letter is required in addition to the submission of a completed Nursery's application form.

3. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house.

4. 'Home address' refers to the child's permanent home at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.

## **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. The application will be reviewed in line with admissions process described above, including the oversubscription criteria.