Nursery Admissions Policy

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Related policies and documents	• Admissions and appeals policy •

Unless there are legislative or regulatory changes in the interim, the policy will be reviewed as per the review cycle. Should no substantive change be required at this point, the policy will move to the next review cycle.

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1.0 Policy statement

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 favorably than other applicants.

2.0 Aims

This policy aims to:

- 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.

3.0 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.

4.0 Entitlement

a. All children are entitled to 15 hours of funded early education from the term following their third birthday.

b. Where eligible, children entitled to 30 hours of funded childcare may apply for one of the available 30-hour places within the Nursery provision.

c. The Nursery does not offer a combination of morning and afternoon sessions. Parents/carers must choose either a morning or an afternoon place for the duration of their child's attendance. Children accessing a funded 30-hour place will attend for the full day in accordance with the Nursery's provision.

d. Children will be admitted at the beginning of a school term. For the purposes of admissions, the start of a term is defined as 1 September, 1 January and 1 April. Where these dates do not fall on a school day, admission will commence on the next available school day.

5.0 Allocation of places

- If the number of applications received exceeds the number of places available, places will be allocated in accordance with the oversubscription criteria set out below.
- For applications submitted directly to the Academy using the Academy's application form, parents/carers will be notified directly of the outcome of their application.
- Applications received for children who are not yet eligible to start Nursery will be placed on a waiting list and considered during the term preceding their anticipated start date.
- Children eligible for 30 hour funding will be allocated on a first come first serve basis. Once all allocated places are filled there will be no more 30 hour places made available until the following academic year/ or unless a 30 hour child leaves.
- Please note that admission to the Nursery does not guarantee admission to the Academy's Reception class. Parents/carers must submit a separate application for a Reception place, which will be considered in accordance with the Academy's published Reception admissions criteria.

6.0 Oversubscription criteria

Where the number of applications exceeds the number of places available, places will be allocated in the following order of priority:

a. i) Looked-after and previously looked-after children, including:

   ii) Children who are in the care of a local authority.

   iii) Children who were previously looked after but ceased to be so as a result of adoption, a child arrangements order, or a special guardianship order.

   iiii) Children who appear to the Academy to have been in state care outside England and who ceased to be in state care as a result of being adopted.

   (See Note 1 for definitions.)

b. Children with exceptional social or medical needs, where a written recommendation is provided by the child's paediatrician, consultant, or an appropriate professional from Children's Services. The supporting evidence must clearly demonstrate why this Nursery is the only suitable provision to meet the child's needs and why no alternative setting could provide the required support.

   Applications under this criterion will be considered on the basis of the information provided. (See Note 2 for details of the application process.)

c. Children with a sibling attending the Academy, provided the sibling lives at the same address and will still be attending the Academy on the proposed date of admission.

   If applications exceed the number of available places within this criterion, priority will be given to children living closest to the Nursery, measured in accordance with criterion 4. (See Note 3 for the definition of a sibling.)

d. Children living nearest to the Nursery, measured by straight-line distance from the child's home address to the main entrance of the Nursery. Distances will be calculated using the Ordnance Survey reference point for the home address and the main entrance of the Academy.

   Where two or more applicants live equidistant from the Nursery and the allocation of places would result in oversubscription, places will be allocated using a computerised random allocation process. (See Notes 4 and 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 whole 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.

7.0 30 Hour Funding Places

- Children who are eligible for 30 hours funded childcare may apply for a 30-hour Nursery place. Available places will be allocated on a first-come, first-served basis, subject to eligibility being confirmed.
- Once all 30-hour places have been filled, no additional 30-hour places will be offered until either: a 30-hour place becomes vacant during the academic year; or places are reallocated for the following academic year.

- Children whose applications cannot be accommodated immediately may request to be placed on a waiting list for any future vacancy.
- All 30-hour funded Nursery places are conditional upon parents/carers providing a valid 30-hour childcare code and the Academy successfully verifying eligibility through the relevant government checking system. Where a valid code is not provided, or eligibility cannot be confirmed, the child will not be able to access a 30-hour funded place and may instead be offered a 15-hour funded place, subject to availability.

8.0 Waiting List

- If a child is not offered a Nursery place, parents/carers may request that their child's name be added to the Nursery waiting list, which is maintained by the Academy.
- Where places become available, they will be allocated in accordance with the oversubscription criteria set out in this policy and not according to the date the child was added to the waiting list.

9.0 Appeals and Complaints

- There is no statutory right of appeal against a decision to refuse a Nursery place.
- Parents/carers who are dissatisfied with an admission decision may submit their concerns in writing to the Governing Body. Any complaint will be considered in accordance with the Academy's Complaints Procedure. The application will be reviewed to ensure that the admissions process, including the published oversubscription criteria, has been applied fairly and correctly.