

Atwood Primary Academy

Admissions Policy for Nursery Entry in September 2022



Date: February 2021

Review Date: February 2022

(or to meet new legislation and practices)

Atwood Primary School - Admissions Criteria for Nursery Classes

We have 52 part-time places for 3/4 year olds in our nursery class (either five mornings a week or five afternoons a week). Please contact the school for information about how to apply for a place in the nursery class, and the criteria used to prioritise applications when oversubscribed. **Parents of children attending the nursery class who wish their child to be considered for a reception class place in our school must apply using the authority's common application form by the deadline given in this prospectus.**

Children in the nursery class are not guaranteed a reception class place at the school - the criteria set out below will be used to prioritise applications for the reception class.

Application forms are available from the school office and all applications must be made directly to the school. Parents/Carers are asked to state a preference for morning or afternoon sessions. Where this cannot be accommodated, the school may offer the alternative session.

If the number of applications is smaller than or equal to the number of places available for the morning and afternoon sessions separately, then all children will be offered a place at their preferred session. If the number of applications is smaller than or equal to the total number of places available (52) but a particular session is oversubscribed, then priority will be given using the criteria below, and other children will be offered the alternative session. If the number of applications is higher than the number of places available, then allocations will be made in the following order and treated as two separate groups (morning / afternoon):

Admissions Criteria

Children with a statement of special educational need or Education Health Care Plan (EHCP) that names the school and who have already been admitted to the school will be counted towards the admission number when considering whether there is still a place available for another child without a statement.

If the number of applications is smaller or equal to the number of places, all children will be offered a place. If the number of applications for the school is higher than the number of places available, allocations will be made in the following order:

I. Looked after children and previously looked after children*

If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority.

***Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after.

2. Siblings

Children with a brother or sister* who will be in attendance at the school at the time of enrolment of the new pupil; sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address. (Note: sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address).

*A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address.

3. Medical

Pupils with serious medical reasons for needing to attend Atwood Primary Academy. A serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has already been made. Decisions on priority of admission on medical grounds will be made by the Governing Body. The Application must be supported by a letter from a hospital consultant and/or the Family's GP.

“Parent” is defined as the father, mother, foster father, foster mother, legal guardian, or the person who has full parental responsibility for the child.

4. Distance

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. “Home” is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Tie Break

In the event that the number of applications exceeds the places available within any of the above categories, random allocation will be used to decide between applications. This will be independently verified

Child-minding factors cannot be taken into account when allocating places. Parents of children attending the nursery class must still apply in the usual way. These children are not guaranteed a reception class place at the school.

Late applications

If you submit an application or change your existing preferences, or order of preferences, after Atwood Primary Academy's published closing date for admissions applications, without good reason for doing so, the whole application will be treated as late, and this may jeopardise the possibility of your child being offered a place at Atwood Primary Academy Nursery.

Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list (see below) if no places exist. The Academy will accept late applications within the coordinated process only if they are late for a good reason. Each case is decided on its own merits.

In-year Admissions

Applications for a place at Atwood Primary Academy Nursery in-year must be made using school's application form. The governors will use the same criteria to rank the application as that listed above. The offer of a place at Atwood Primary Academy Nursery will be made by the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The application will be held on file until the end of the child's eligibility to be in the school's Nursery.

In year waiting lists are maintained for one academic year. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the Admissions Policy.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no

guarantee can be given that higher priority applications will not be received by the time a place becomes available.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.