

Nursery Admissions Policy

2019-20

1. Nursery Admissions Procedure

Flowery Field will admit 40 part time places (15 hours per week) to nursery children for the academic year September 2019 to July 2020.

The school offers either five morning sessions of three hours each, or five afternoon sessions of three hours each during each academic week

In addition Flowery Field will admit 24 full time places (30 hours per week + lunchtimes) to nursery children *whose parents qualify* for these additional hour payments.

Eligibility for 30 hour places

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a [taxable income](#) over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

(Please note that our full time nursery children can also have a supervised lunch break. The Government does not fund this and there is a charge of £7.50 per week payable directly to the school. Parents who do not pay this cost will have to make alternative arrangements for their child's lunchtimes. We cannot use the school budget to subsidise this additional time and any account in arrears over £15 will result in us asking you to make alternative arrangements.) The children bring a packed lunch each day.

Prospective parents should register their interest with the school as soon as possible by completing and submitting an application form, which is available from the school office. Proof of your child's age (birth certificate) and address are required please.

Please submit your form to the school no later than **Friday 15th February**.

We will write to all parents who have returned an application form on time on **Monday 11th March 2019**. Please confirm in writing your wish to accept the offer of a place. Please return the confirmation slip to school before **Tuesday 26th March** or the offer of a place may be withdrawn and the place offered to another child.

Please also note that we monitor attendance carefully and this offer is conditional upon your child meeting our attendance targets. We will issue verbal and then written reminders before removing any child from our registers and we will encourage good attendance by striving to accommodate needs. However, please understand that places are dependent upon participation.

2. Oversubscription Criteria

Flowery Field has an admission number of 40 pupils for entry into the part-time nursery and of 24 for the full-time nursery. All applicants will be admitted if these numbers or fewer confirm their application. Preferences for morning or afternoon nursery sessions will be allocated on a "first come, first served" basis, unless there are special circumstances which must be taken into consideration. If the number of applicants exceeds the stated limits the Governing Body will apply the following criteria:

Children with Education Health Care Plans/statements of special educational needs will be allocated places before the oversubscription criteria are applied.

The criteria for over-subscription are:

a. *Looked after children*; children who have previously been looked after but have been adopted immediately following this period; children who are under a residence or special guardianship order. 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)

b. *Children and families with exceptional medical or social needs.*

Written evidence must be provided by a suitably qualified professional - e.g. a GP or consultant for medical needs, or a social worker for social needs. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school which can meet the defined needs of the child. A panel of officers from The Enquire Learning Trust will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date. Officers of the Trust will not ask for additional information. All information provided will be treated in the strictest confidence.

c. *Sibling*

This will apply where there are brothers or sisters attending Flowery Field School at the time of application and who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Nursery. Preference will be given to pupils living nearest to the school. The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

d. *All other applications on distance*

Preference will be given to pupils living nearest to the school, taking into account ease of access to and distance from alternative nurseries.

Ease of access will be considered when parents provide details of particular reasons which mean that their child could reach Flowery Field School, but would have a disproportionately long journey to the next nearest Nursery if denied admission. Details must be provided at the time of application.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the academy property. Measurements will be made using the Local Authority's Academy admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the school, measured as a straight line (as above).

The address from which the distance will be measured will be the permanent residential address at the time of application, of the parent with whom the child normally resides. Where parents have shared responsibility, each for part of a week, the home address used will be that from which the child travels to for the majority of the week. In the event of distances being the same for 2 or more applications for the last place to be allocated, the shortest walking distance will be used as a measure using the Local Authority's Academy admissions data mapping software.

An Adoption Order is an order under section 46 of the Adoption and Children Act 2002. A 'Residence Order' is as an order settling the arrangements regarding the person with whom the child is to live under section 8 of the Children Act 1989. 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).

In cases where twins, triplets or other multiple birth siblings would be split when allocations take place, they will be allocated a place over the published admission number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the infant class size limit.

3. Waiting Lists

If Flowery Field School is oversubscribed, a waiting list will be maintained and will remain in place until the end of the relevant academic year. Parents who have expressed Flowery Field School as a preference will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Any places will be offered to the highest ranked application received immediately after a place becomes available.

4. Appeals

Any parent who is refused admission to Flowery Field School has the right of appeal to an Independent Appeals Panel. For pupils with a statement of Special Educational Needs, an appeal can be made to the SEN and Disability Tribunal (details are included in the Statement).

Parents who wish to appeal against a decision to refuse admission to Flowery Field Primary School should do so in writing, setting out clearly why their child should be allocated a place. Parents of children who have not been allocated a place will be notified in writing and will be informed of how to appeal against the decision. Information on appeals can also be found on the Academy Admissions webpage. <http://www.tameside.gov.uk/academys/admissions>.

The Appeals Panel will:

- be independent of the Academy and the LA.
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation.