

# PEN MILL INFANT & NURSERY ACADEMY



## NURSERY ADMISSIONS POLICY

Version	Amendments	Date of Approval/Issue
1.0	Taken out reference around paying for lunches	28 <sup>th</sup> June 2021
2.0	Year change and addition of settling in session	23 <sup>rd</sup> June 2022
3.0	Change Governors to Trustees. No further changes	12 <sup>th</sup> June 2023

Signed:

Chair of Trustees

Print name: Iain Crabtree

Date: 12.06.2023

# PEN MILL INFANT & NURSERY ACADEMY

## Nursery Admissions Arrangements for 2023/24 Academic Year

The Admissions Authority for Pen Mill Infant and Nursery Academy is the Governing Body.

An Admissions Committee comprising of Trustees is responsible for taking all admission decisions for children starting in the Nursery and for joining the Nursery during the academic year.

Pen Mill Infant and Nursery Academy is responsible for co-ordinating all applications for children starting in the Nursery. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2023.

We are a School- Run Nursery which operates in line with school hours. Pen Mill Nursery has a set amount of places available which is reviewed annually.

### **Applying for a Nursery place:**

Applications for the Nursery are available from the School's Main Reception. Basic information about our Nursery is accessible – in written and spoken form – and if requested, in different languages. Where necessary, we will try to provide information in a form that can be understood by all.

We operate our waiting list based upon time on the register and whether 2 year old funding is applicable.

We offer sessions to children aged from 2 to 4 years old, if spaces are available. 2 year olds are offered mornings only. At this moment in time we do not have provision for 2 year olds to stay for lunch. We ensure children are able to attend a settling in session prior to starting regular sessions.

The Nursery Lead will be able to assess to see if your child requires more time/support to help transition smoothly. The Nursery Lead will advise you of this and will make arrangements to help support this. They may feel a more graduated response is appropriate.

We ensure emergency contact details and consent forms are completed before a child is left in Nursery. We also ask that an original birth certificate is provided on return of the Nursery application. We will also ask for proof of funding on return of the application if you are in receipt of 2 year old funding.

We have a wide range of session times to ensure we accommodate a broad range of family needs. There are morning and afternoon sessions, as well as all day sessions.

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Lunch club is available during the full day sessions, where a packed lunch must be provided from home.

We continue to consult local parents to ensure that the Nursery is consistently meeting the needs of the local community; this may take the form of a questionnaire to all School and Nursery children.

We offer children 15 and 30 funded hours a week with the opportunity to purchase additional hours. Additional hours may be limited due to the amount of children on roll, to ensure fairness we allow parents to purchase at least 1 extra session a week. Where there are occasions of full capacity children's hours maybe limited to their individual funded hours.

## **Attendance:**

Please inform the Office or the Nursery Lead if you know your child is going to be away or ill. We understand that children get poorly and a phone call to the Office or speaking to the Nursery Lead is sufficient. If we have not seen your child for four weeks and there has been no communication between Home and School we will assume that you no longer want the Nursery place. We will then allocate this place to another child who is on the waiting list. Children are not expected to attend on bank holidays and the five INSET days, which are currently taken at the same time as school.

## **Notice to change hours:**

We understand that commitments may change in your lives and you may need to subsequently change your children's hours with us. There is a post box located in the Nursery foyer where you will find a change of hours request form. This needs to be filled in with your new desired hours given to the Nursery Lead. The Nursery Lead will let you know as soon as possible if we are able to accommodate this request.

## **Notice of Leave:**

You are required to give four weeks' notice when you are leaving the setting. This needs to be a written letter to the Nursery Lead or School. The date we receive the letter on will be classed as the first day of notice.

## **Oversubscription Criteria**

Where there are more applications received than places available within the Published Admission Number or Admission Limit the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with a Statement of Special Educational Needs (SEN), if the statement names the school, then;

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted (see important notes).

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2. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the School as the nearest accessible school. (See important notes).
3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children not satisfying a higher criterion

## **Important Notes**

This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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). Adoption is defined under the terms of the Adoption and Children Act 2002 which did not come into force until 31 December 2005 and therefore only children adopted after this date qualify as previously looked after children.

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required.

The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

## **Tie Breaker**

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

## Multiple birth applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

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## **Waiting Lists**

Where an application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the first term of the academic year. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

## **Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if;

The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.

The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

## **Issues relating to shared residency arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes.

The Local Authority does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Local Authority to take a decision. Where this is the case the Local Authority will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Local Authority and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Local Authority may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Local Authority has received all the necessary information from both parents a decision will be reached by the Governing Body based on the evidence provided.

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## Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, The admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## Definitions:

### *Sibling*

For the purpose of admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

### *Parent/Carer*

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### *Distance Measurements*

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the

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Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.