

# Sharp Lane Primary School

## Admission to Nursery Policy



<b>Agreed by Governing Board</b>	November 2023
<b>Review date</b>	November 2024
<b>Responsible for this policy</b>	Rebecca White

### **Nursery Admissions – This document is an extract from the Admissions Policy**

The purpose of this section is to inform parents about fair allocation of nursery places at Sharp Lane Primary School and to provide clear information on how we prioritise children's needs when allocating places.

***Please note the allocation of a nursery place in school does not guarantee a reception place.***

#### **Basic Eligibility criteria**

The age of the child.

Children will be admitted to a school nursery for free nursery education on the relevant term following their third birthday. Children below eligible age will not be admitted.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
<b>1 April and 31 August</b>	1 September following their third birthday until statutory school age
<b>1 September and 31 December</b>	1 January following their third birthday until statutory school age
<b>1 January and 31 March</b>	1 April following their third birthday until statutory school age

Once eligibility is established, we will then offer places to children taking into account the additional priorities below.

#### **Priority 1**

- Children in public care or fostered under an arrangement made by the Local Authority (see note 1)
- Children who are the subject of a Child Protection Plan
- Children with or without a statement but who have Special Educational Needs, or with exceptional medical or mobility needs. (see note 2)
- Children who have previously qualified for a free 2-year-old entitlement

#### **Priority 2**

Children with brothers or sisters who will be at school at the start of the academic year and are living at the same address (see note 3). This priority does not include cousins or other family members sharing a house.

#### **Priority 3**

Children of parents who live nearest school nursery (see note 5). If we have more applications than there are places, we will offer places first to children living nearest to the school nursery. (measured in a straight line) (see note 4). If two children match in distance, then they will be taken in age order – oldest first. ***Even if you meet***

***this criterion for nursery, this does not mean that you will automatically be offered a place in reception class when you apply to the school.***

#### **Priority 4**

We will give priority to parents who choose a Leeds school nursery, which is not the one nearest to their home address (see note 5). If we have more applications than there are places, we will offer places first to children living nearest to the school (measured in a straight line) (see note 4). Then to children in age order – oldest first. If we cannot offer children a place at this school nursery we will give parents details of other school nurseries or Voluntary, Private, childminder or Independent sector nurseries in the immediate area.

#### **Flexible provision for nursery**

From September 2010 all school nurseries are required to deliver flexible 15 hours of free nursery education where there is demand, **and 30 hours for a limited number of places**. At Sharp Lane we assess parental demand for flexibility through the waiting list forms. At Sharp Lane Primary School, we offer a fully flexible model - between 3 and 6 hours a day according to parental demand. That is unless these are the only particular sessions available because the others are full.

**Admission of children into nursery after term start date** Children may be offered a place at any time during the term.

#### **Admission of children still in nappies**

Children who still have continence issues at nursery admissions age will not be refused entry to the school nursery.

#### **Note 1**

A “child looked after” is identified as a child who, at the time of making the application is:

- in the care of a Local Authority, or
- 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 defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship Order or a Child Arrangements Order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a **previously looked after child**, you will need to complete a **Priority 1a Supplementary Information Form** available at *appendix 1*

#### **Note 2**

The priority will be given to children based on their exceptional medical or social needs. ‘Social need’ does not include a parent’s wish that a child attends the school

because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs.

Each application must include a **1B Supplementary Information Form** available at *appendix 2* along with supporting evidence from a medical specialist or social worker, outlining the child's need and why they must attend one particular school rather than any other, based on those needs. If the evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Cases will be considered individually by a Local Authority professional panel and where necessary in consultation with the school that has been preferenced.

### **Note 3**

For these purposes, siblings must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

### **Note 4**

Sharp Lane Primary uses the Local Authority measurements. The Local Authority use a straight-line distance system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point we measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If we are not able to match your address with the LLPG then we will use a manually identified point at the centre of your dwelling.

### **Note 5 Catchment Area**

Sharp Lane Primary School has a defined catchment priority area. These can be viewed on the maps available at [www.leeds.gov.uk/admissions](http://www.leeds.gov.uk/admissions)

You can apply for **any** school but if you live in the catchment area your application will receive a higher priority at that school than applicants who live outside the catchment area. **Living in the catchment area does not guarantee a place at the school.**

### **If you don't live in Leeds**

If you live in another Local Authority and you live in the defined catchment area for a Leeds school, your application will receive the relevant priority under our admissions policy.

### **Address**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. The Local Authority and the Governing Board of Sharp Lane

Primary School will investigate any queries about addresses and, depending on what they find, we may change the school place offer.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the Local Authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

## **A place in a nursery does not guarantee a place in the school.**

### **Temporary School Site**

If a school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

### **Starting Reception Age**

Children are expected to start primary school in the September following their 4<sup>th</sup> birthday. You must ensure your child receives an appropriate full-time education from the term following their fifth birthday. Parents can request that the start date for their child is delayed until later in the school year in the case of children who have not yet reached their 5<sup>th</sup> birthday, however where a place has been offered, this must be taken up by the beginning of the term after the child's 5<sup>th</sup> birthday, or at the latest, the start of term after the Easter break.