



# Hill Top Primary Academy

A Member of Leodis Academies Trust



## **Nursery Admissions Policy**

Plan administration	
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Person responsible for review	Principal with EYFS Manager
Signed and dated Principal	JLancaster
Signed and dated and in Govs minutes Chair of Governors	

Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.

### **About our School Nursery**

Hill Top Primary Academy is a one form entry Academy that is a founding member of the Leodis Academies Multi Academy Trust along with East Ardsley, Westerton and Woodkirk. Blackgates joined the Trust on 1<sup>st</sup> September 2018. Other schools may join the Trust at later dates.

Hill Top is responsible for its own pupil admissions at Nursery. Parents who wish to have their child start school in Nursery need to contact school soon after the child's second birthday. Children start Nursery in the term following their third birthday.

At Hill Top we welcome Parents and their children to look around prior to putting your name on the waiting list/starting Nursery. Please contact the Office and the Schools Business Manager will arrange a date and time for this to take place.

### **Purpose of this Policy**

The purpose of this policy is to inform parents about fair allocation of school nursery places and to provide clear information on how we prioritise children's needs when allocating places.

## **Admission Arrangements**

Hill Top Primary Academy has a 78 place Nursery that is made up of children having 15 hours, either at the beginning of the week – Monday through to Wednesday lunchtime, or, end of the week – Wednesday pm through to Friday at 3pm; some children have 30 hours which is full time, Monday to Friday. Children will be admitted to the school nursery for free nursery education on the relevant term following their third birthday, subject to availability of places. Children below eligible age will not be admitted. Not all Parents are eligible for 30 hours – these have to be applied for and places for 30 hours in Nursery are limited.

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

If there are more applicants than places, then we will adopt the selection process outlined below:

**When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs or Disability (SEND) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:**

### **Priority 1**

- a) Children Looked After (CLA) in Public Care or fostered under a 'Child Arrangement Order'.
- b) Pupils without an EHCP/ Statement but who have Special Educational Needs, or with exceptional medical or mobility needs, that can **only** be met at Hill Top Primary Academy.

### **Priority 2**

- a) Children with older brothers or sisters who will be at school at the start of the academic year and are living at the **same** address.

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

### **Priority 3**

- a) Children of staff members working in the school at the start of the academic year and are living at the same address as the member of staff.

### **Priority 4**

- a) We will give priority to parents who include a preference to their nearest priority school. This does not include any voluntary-aided schools which act as their own admission authorities. Neither does it include single-sex schools.
- b) 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). If two children match in distance then they will be taken in date order, oldest first.

Leeds use a straight-line distance system.

For admission purposes, the home address is where the child usually lives with their parent or carer.

**You must not give the address of a childminder or relative.** We assume your address will be the same in the following September as we have on record. If you plan to move house, you must still give your current address. If you move house after the deadline of 15 January you must tell us your new address.

### **Priority 5**

- a) We will give priority to parents who choose a Leeds school, which is not the one nearest to their home address. 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). If two children match in distance then they will be taken in date order, oldest first.

A place in Nursery **does not** guarantee a place in the school if the admission number is reached by virtue of fulfilling the Priorities as outlined in the Reception Admission Policy. However attendance at Hill Top Nursery in the term before the child starts Reception is given a higher priority in our Reception Admission Policy than a child that hasn't attended our Nursery.

**Parents must still apply for a place if they want their child to transfer to our Reception class even if the child has been in our Nursery.**

### **Provision**

We currently offer the following nursery hours.

Every parent has an entitlement to fifteen hours nursery time and this can be taken:

- Monday, Tuesday all day (9-3pm) and Wednesday morning (8.30-11.30),

- Wednesday afternoon (12.30 – 3.30pm) with Thursday and Friday all day (9-3pm).

Parents may also qualify for 30 hours free Nursery care if both Parents are in employment and earning no more than £100,000 each per year. (Please check the Gov.uk website for further details).

Decisions on allocations to sessions are according to the same priorities/criteria as for admissions. January and April starters have the option to change their sessions the following September.

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

Children who are still in nappies or pull-ups will not be refused entry to the school nursery. However it is an expectation that for the great majority of children toilet training will be in place. If this is not the case we expect parents to work with the school and the health agencies to address these needs as a matter of priority.

#### **Starting Reception Age**

The School admissions policy has been amended to allow all children to start their reception education in the September following their fourth birthday. You must ensure your child receives an appropriate full-time education from the term following their fifth birthday. Almost all children start school in Leeds in the September following their fourth birthday.

This Policy will be reviewed in September 2023.