



# Overfields Primary School

## Nursery Admissions Policy

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## Statement of intent

Overfields Primary School offers free early years provision for eligible pupils. We aim to provide a high-quality nursery experience for pupils between the ages of three and four that is geared towards a smooth transition into Reception class. The governing body is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Overfields Primary School.

\*Please note that the offer of a nursery place in no way guarantees a school place.

All three and four-year-olds are entitled to 15 hours of funded nursery education for 38 weeks of the year. This applies until they reach compulsory school age.

## 1. Legal framework

This policy has due regard to legislation and guidance, including, but not limited to, the following:

### Legislation

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Childcare Act 2016 Guidance

### Guidance

- DfE (2014) 'School Admissions Code' – (updated January 21)
- DfE (2012) 'School Admission Appeals Code' (updated February 21)
- DfE (2017) 'Early education and childcare' (updated February 19)
- DfE (2018) 'Early years entitlements: operational guide'

This policy will be implemented in conjunction with the following school policies:

- Admissions arrangements (2021-22) – on school website
- Admission guide (for main school) – on school website

## 2. Nursery class admission limits

Overfields Primary School has a 52 place Nursery.

This is split by a maximum of 26 children in the morning and 26 in the afternoon.

### **The School Offer**

Overfields Primary School is able to offer parents/carers their free entitlement as 3 hours a day for 5 days of the week. The school will offer an am or pm place based on the age of the child.

A child born in the period	Will be eligible for a free place from:
1st April to 31st August	01 September following child's 3rd birthday (Autumn school term)
1st September to 31st December	01 January following child's 3rd birthday (Spring school term)
1st January to 31st March	01 April following child's 3rd birthday (Summer school term)
<i>We may admit three-year-old children to our Nursery class earlier, soon after their third birthday, at our discretion, subject to a place being available. If our school is unable to provide a place in our Nursery class for a child as soon as he/she becomes eligible, we will refer the parent /carer to the local authority. A free place will be offered with an alternative local authority - approved private or voluntary setting.</i>	

### **Overfields Primary School Nursery Admission Policy**

This policy is designed to make clear the way we admit Nursery age children into school so that all children living within our community are treated fairly. Nursery admissions are different to the rest of school and the policy reflects this.

Parents/carers can register their interest in a Nursery place through the school office any time after birth. School will contact parents/carers several months ahead of a child's third birthday to check the place is still needed. Where there is availability all children requesting a place will be accommodated once they are three.

It is the responsibility of the parent/ carer to update contact details. A maximum of four weeks is given to accept a nursery place from the time of the offer being made. After this point, the place may be offered to another applicant.

When we have more applicants than places we will refer to the criteria listed in the table below when allocating places.

### 3. Oversubscription criteria

<b>CRITERIA</b> <b>(in priority order)</b>	<b>EXPLANATORY NOTES</b>
i) Looked after children in local authority care.	<p>Children who are looked after; or who were 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 (Section 22(1) of the Children's Act 1989).</p>
ii) Children who are permanently resident in the admission zone defined for the school.	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for child benefit, the address used will be that on the child's medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The local authority will take action should false information be submitted in order to secure a place at a particular school.</p>
(iii) Children not living in the admission zone who have elder brothers or sisters attending the school.	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school.</p> <p>'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>

<p>(iv) Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors.</p>	<p>Social reasons generally do not include domestic circumstances such as parents' working commitments, child care arrangements, or separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long-term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet your child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority's professional advisors as to whether or not your application falls into this category.</p>
<p>(v) Children living closest to the school.</p>	<p>The distance from home to school will be measured by computer on a straight-line basis using the number and postcode of the house and the postcode of the school.</p>

### **Tie-break:**

When decisions have to be taken on prioritising admissions for pupils within the same admissions category, priority will be given to the oldest child in that category. This means a four year old child will be given priority for a nursery place over a three-year-old child.

Where it is necessary to distinguish between children within categories (i)-(v), places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

Our policy for admitting children when we have more applications than places stands regardless of when a parent/carer registered their child for a place.

Please note that when admitting children into our Nursery, we give careful consideration to points (i) to (iii). This is so that children living closest to school and/or with siblings already in school are offered a Nursery place when they become eligible. Where there is additional capacity for places in an academic year, children qualifying under points (iv) and (v) will be admitted.

## **Access & Inclusion**

Our school will offer all children the opportunity to experience a challenging and enjoyable programme of learning and development, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.

If a child is not fully toilet trained when starting Nursery we will work with parents to support their child in the toilet training process.

### 4. Admission to full time education

Attendance at our Nursery cannot guarantee admission to the school when the child reaches compulsory school age. Parents will still need to apply to the local authority for a place at our school. Parents do not have to enrol their child at our school nursery in order to secure a school place. Places for full time education in our school will be allocated in accordance with criteria as described in the local authority Admissions Guide for Parents.

### 5. Monitoring and review

The headteacher and EYFS leader are responsible for reviewing this policy biennially.

The next scheduled review date is February 2023