

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Nursery Admissions Policy 2018/9
Statutory Policy



Date of Approval: December 2017
This policy will be reviewed by the FGB every year
Date for Review: November 2018
Signature <i>C. Hirstidge</i> Date
Head Teacher
Signature Date
Chair of Governors

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Our Nursery class takes place every day in our Early Years Foundation Stage Unit.

Option A: 3 days (15 hours funded **8:50 – 13:50**) *with an option to pay* an additional £4 per day to lengthen the day in line with the rest of the EYFS/KS 1 children to 15:10. Children are able to bring a packed lunch from home or purchase a hot school lunch at a cost of £ 2.40 per meal.

Option B: 5 mornings (**8.50 – 11.50am**)

The School has places for 24 children in the Nursery class.

Summercroft has one intake into its Nursery class which is the September following a child's third birthday. Entry into the Nursery class in September 2018 will be for those children born between 1 September 2014 and 31 August 2015.

Summercroft Primary School and Nursery offers 15 hours Free Early Education and does not offer the additional 15 hours to provide 30 Hour Childcare provision.

Allocation of a Nursery place is strictly subject to the applicant's guarantee that the first 15 hours of Free Childcare Funding will be directed to this school. This guarantee should be made on the Parent Declaration Form (available on our website).

Information leaflets will be sent to parents by HCC in the Autumn term.

ADMISSIONS PROCEDURES

All Schools/Nurseries are now responsible for their own Nursery Admission arrangements as well as for allocating places. **Parents must apply for a place directly to this school** on the school's application form available from the school website or the School Office. This application form must be returned to the School Office by **Friday 16 March 2018** at the latest (see timeline below).

The Admissions timetable for all schools is no longer laid down by Hertfordshire County Council. Summercroft and other local schools aim to use the following timeline for processing applications to their schools:

- **Monday 5 February 2018** Applications open to apply for a place in our Nursery class
- **Friday 16 March 2018** The application system for Summercroft closes
- **Monday 23 April 2018** Summercroft will offer places directly to parents by letter or email
- **Wednesday 2 May 2018** Deadline for parents to accept places in writing

The Governing Body will apply their Admissions arrangements using the information submitted by parents in the School's application form. If your application form is not completed correctly this may result in the application being given a lower priority. This should include details of siblings who attend the school (see below).

An offer of a Nursery place does not guarantee an offer of a Reception place. The process of applying for a school place happens one year later.

The offer of a Nursery place will be ONLY for a full time place (3 hours daily in the morning), 5 days per week or 3 full days 38 weeks a year (Term time only).

There is no right of appeal against non-admission to the Nursery class.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

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HOW PLACES ARE OFFERED

Children who have an Education Health and Care Plan (EHCP) which names Summercroft Primary School will be admitted to the Nursery class.

In the event of there being more applications than available places, the following oversubscription criteria will be applied by the Governors, in order:

Rule 1

- a) Children in public care (Children Looked After) and children who were Looked After, but ceased to be so because they were adopted (or became subject to child arrangements or a special guardianship order).
- b) a child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 2

Children whose parent is a permanent member of the staff (see Note d).

Rule 3

Children who have a sibling* in the main school or in the Nursery at the time of the application and are likely to remain in the school at the proposed date of admission. (See definition of sibling in note c.)

Rule 4

Children who attend 3 full days.

Rule 5

Any other children with priority to those living closest to Summercroft Primary School.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the Nursery class than the number of available places, the tie-break will be **distance from the School**. This will be a distance measurement provided by Hertfordshire County Council's "find a school" service on the hertfordshire.gov.uk website.

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random.

Notes

- a. We apply these rules in the order they are printed.
- b. In respect of 'Children Looked After' and home address, the governors use the same definitions as HCC. (Please note that evidence of permanent residency at the quoted address may be sought. If no evidence is forthcoming the address to which Child Benefit is paid will be used.)
- c. A sibling means the sister/brother, half-brother/sister, adopted brother/sister, or a child of the parent/carer or partner, who lives in the same house as the child for whom the application is being made, from Monday to Friday.
- d. Children of staff will be considered in the following circumstances:
The member of staff must be the child's parent by blood or adoption or have legal parental responsibility for the child and have been employed at the school for two or more years at the time of application or is recruited to fill a vacant post for which there is a demonstrable skills shortage.

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CONTINUING INTEREST (WAITING) LIST AND 'IN YEAR' APPLICATIONS

In the event of more applications than available places the Governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission rules.

Parents are requested to inform the Governors if they wish their child's name to be removed from the waiting list.