

# Christ Church CE Primary Academy

Respect: Endurance: Friendship

## Nursery Admissions Policy



### 1. Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Data Protection Policy

### 2. Application process

Christ Church CE Primary Academy has a 30 place nursery class offering 30 hours free childcare - six hours daily (plus lunch at an additional cost).

Admissions to nursery provision will not in any way increase children's chances of admission to our reception class, which has its own admissions policy. The Local Academy Committee is responsible for the admission of pupils to the Academy with the process being managed by the Local Authority.

Parents choosing to send their child to our academy will have to register their interest online via the Local Authority or in person at the academy.

Once a place is available, parents will receive an offer. After accepting the place, they will need to send in their child's birth certificate and proof address.

Parents who secure a place will be offered a date to begin the transition programme to ensure they and their child have time to settle.

### 3. Equal opportunities

The academy will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all.

Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

## 4. Application timetable

A child is deemed to be of nursery-age from the beginning of the term following their third birthday. Parents may register their interest in a place at any time during the year following their child's third birthday.

Formal applications for nursery places must be made to the admissions team either via the Local Authority's online system or by obtaining an application form from the school. The deadline for applications is 31<sup>st</sup> January 2022.

Where places are remaining, later admissions are possible, up to the agreed admissions limit of 30.

The Local Authority admissions team are responsible for allocating nursery places until the round ends in October of that academic year. Applications after this time then transfer to the in-year transfer process which is managed jointly by the school and the LA admissions team.

## 5. Oversubscription

Children who have an EHC plan that names the academy are admitted before the oversubscription criteria is applied. Children with an EHC plan that does not name the academy will be referred to the nursery's admissions manager to determine an appropriate place, in accordance with the LA's Fair Access Protocol.

The local academy committee may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the nursery.

The oversubscription criteria, set out in priority order, are as follows:

**[In line with statutory guidance, LAC and previously LAC must be given first priority in the oversubscription criteria. After this, nurseries are able to create their own oversubscription criteria so long as they are reasonable, clear, objective, procedurally fair, and comply with relevant legislation. The following oversubscription criteria are provided as a guide and can be amended as necessary.]**

1. LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
2. Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
3. Children who will have a sibling attending the academy at the time of admission
4. Children of staff who have:
  - Been employed at the nursery or school for two or more years at time the application for admission is made
  - Been recruited to fill a vacant post for which there is a skill shortage
5. Children living within the catchment area for the nursery
6. All other children

The local academy committee may also give priority in their oversubscription criteria to children eligible for the early years pupil premium, the pupil premium, or the service premium. The nursery must be named in the admission arrangements, and its selection will be transparent and made on reasonable grounds.

Where there is a tie break scenario within the criteria, priority will be given firstly to a child who lives closest to the nursery based on a straight-line measurement, then by date of birth, with the older child given priority.

## 6. Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within [six weeks](#)
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

## 7. Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

## 8. Transition arrangements

Parents are invited to visit the academy prior to the transition, and further visits are arranged according to the child's needs.

Further information relating to the transition between nursery and reception can be found on our academy website.

## 9. Data protection

The nursery will act in compliance with the Data Protection Policy when processing personal data.

When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.

## 10. Monitoring and review

This policy is reviewed annually by the local academy committee and principal.