

# **Monksmoor Park CE Primary School**

## **Nursery Admissions Policy**



**Date ratified by Governors:**

**17th March 2021**

**Dates reviewed by Governors:**

- 1.
- 2.

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

## Admission into Monksmoor Park CE Primary School Nursery

The admission of children into the Nursery is a process led and managed by Monksmoor Park CE Primary School.

All parents and carers of 3 and 4 year old children are able to claim up to 570 hours a year (split over 3 funding blocks) of early years education and childcare, usually 15 hours per week, 38 weeks per year. A child is deemed to be of nursery age from the beginning of the term following their third birthday.

Monksmoor Park Nursery is, at this time, able to offer places for 3 hours per day, term time only. Sessions offered are: Monday to Friday: 9.00 am to 12.00 noon

We will admit children in the term following their 3<sup>rd</sup> birthday:

If your child turns THREE between:	Funding can be claimed and place will commence from:	Places are offered:
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer term starting April	January
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn term starting September	April
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring Term starting January	October

Please note, nursery attendance follows the school term dates set for the year which includes teacher training days.

In exceptional circumstances, if spaces are available, and with the agreement of the Headteacher, children may be admitted at any point during each term and may be given a place as soon as they have had their 3<sup>rd</sup> birthday.

Applications for Nursery can be submitted at any time however places are not offered on a first come, first served basis. If the Nursery is oversubscribed, we will use the following criteria:

### Oversubscription Criteria

1. Children looked after and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order (see notes).
2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who have a sibling continuing attendance at the school at the time of admission of the applicant (see notes).
4. Children for whom Monksmoor Park CE Primary School Nursery is the closest Nursery to their home (see notes).
5. Children of worshipping members of any church that is a member of Churches Together in England (this includes the Church of England) (see notes); these applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with the form SIF/B to verify church allegiance.
6. Other children, whose parents have requested a place.

Tie breaker: If requests for admission are exceed within any criterion, priority will be given to those who live closest to the Nursery.

The Nursery will operate a waiting list however there is no guarantee that a place will eventually become available. A child's position on the waiting list is not fixed and may change dependent on further applications being received, which will be ranked according to the oversubscription criteria.

## Nursery admissions policy

Parents who accept a place at Monksmoor Park CE Primary Nursery will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session offered. Children must attend a minimum of 60% of sessions offered (3 sessions out of 5).

If attendance and punctuality are poor or erratic, the nursery leader will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation will be recorded and dated in the child's folder. If after a period of two weeks attendance punctuality remains poor, a letter will be sent to parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher and a letter explaining the situation will be sent to the parents.

Admission to Monksmoor Park CE Primary School Nursery does not guarantee admission to the school's Reception class. Parents must make a separate application for admission to Reception via the Local Authority, in accordance with the statutory deadlines. Further information about Reception class admissions and deadlines can be found at: <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/how-to-apply-for-a-primary-school-place.aspx>

### Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the Headteacher will be happy to discuss any concerns parents may have about the allocation of places.

## Notes & Definitions

### Children in Care i.e. Children Looked After (CLA) and Previously Looked After Children

**Children Looked After** are children who are (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 (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) or children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### Distance Measurements

Distances are measured on a straight line basis from the postcode of the child's home to the postcode of the School, using <https://www.freemaptools.com/distance-between-uk-postcodes.htm>. In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the postcode of the home to the postcode of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

### Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

**Please note** – if false or misleading information is used to try and gain a place, this may lead the Governing Board to reject the application or to withdraw the offer of a place.

### Churches together in Great Britain and Ireland

The following denominations are affiliated to Churches together in Britain and Ireland:

<https://ctbi.org.uk/member-churches/>

African-instituted churches  
Anglican churches  
Baptistic Churches  
Bodies that group churches across different traditions  
Congregational churches  
Lutheran Churches

Methodist Churches

Orthodox churches

Oriental Orthodox churches

Pentecostal Churches

Reformed Churches

Roman Catholic Church

Other Traditions (Mar Thoma Church, Moravian Church, Religious Society of Friends (Quakers), Religious Society of Friends in Ireland & Salvation Army)

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **Definition of Sibling**

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half brother or half sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- a child who has been adopted or is fostered by parents/carers who have other children.

### **Separated parents**

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application.

**Please note** – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.