The Rutland Learning Trust

Providing outstanding education for all pupils *First class education and care that allows every child to achieve their potential, regardless of location, prior attainment or back–* today and tomorrow! *ground.*

By
Working Together
Sustaining Excellence
Transforming Learning

Monksmoor Park CE Primary School Nursery Admissions Policy 2026-27

Cottesmore Academy

Empingham CE Primary School

Exton and Greetham CE Primary School

Great Casterton CE Primary School

Glapthorn CE Primary School

Ketton CE Primary School

Langham CE Primary School

Monksmoor Park Primary School

Oakham CE Primary School

Polebrook CE Primary School

St Nicholas CE Primary School

Uppingham CE Primary School

Whissendine CE Primary School

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The Rutland Learning Trust

This policy covers the Rutland Learning Trust schools listed below:

941/2239 Monksmoor Park CE Primary School

Admissions Policy Overview

The Rutland Learning Trust is responsible for setting the criteria for admission, interpretation and for the administration of admissions to the schools within the Trust. The school is responsible for the admission of children into the Nursery.

All schools in the Trust, need to ensure that the Trust's practices and criteria used to decide the allocation of school places is fair, clear and objective.

Our aim is that Parents can look at a set of admission arrangements and understand easily how places for an individual school are allocated. The schools within the Rutland Learning Trust welcome children from all backgrounds and abilities.

Rutland Learning Trust is a mixed, Church of England and Community Multi-Academy Trust. The Rutland Learning Trust Members approve the appointment of Trustees who are accountable for the effective leadership and management of the Trust. The Trustees delegate responsibility to each Local Governing body for managing the admission process within their school. The Trust will then consider and approve arrangements and administer admissions.

The admission arrangements for each of our schools reflect their own local communities and their own distinctive and individual school ethos. Admission arrangements are governed by the School Admission's Code 2021, which is published by the Department for Education.

Admission arrangements for each school will be subject to public consultation at least once every seven years. When planning significant changes, such as altering catchment areas, introducing new criteria or anything that would affect admissions of children into our schools, we are obliged as prescribed in the Admission Code, and would wish, to consult with our stakeholders and the local communities affected by any change.

As an Academy Trust with Church of England schools we are required, under the Schools Admissions Code, to have regard to advice from the Diocesan Board of Education (DBE). We are also obliged to consult with the Diocese before public consultation of our arrangements. The DBE's advice is that Church Schools do not make provision for faith-based criteria to be considered when more applications are received than there are places available. Our policy reflects that advice.

Aims and Objectives

When considering admission of pupils into any of our schools, the following principles apply:

1. all applications are treated equally;
2. no Rutland Learning Trust school selects by ability;
3. admissions will follow the individual school's admission criteria;
4. Rutland Learning Trust schools are inclusive and are committed to ensuring that the needs of every child on roll are met.

The Application Process (normal admission round)

When a child is due to start nursery, parents/carers must submit an application form to Monksmoor Park CE Primary School using the application form found on the website. A parent or carer can request a paper application form from the school office.

The usual timeline for the process for nursery Admissions is as follows:

- 31st March application deadline
- April places are offered
- April to August Appeals process and outcomes
- Autumn Term - New intake starts

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.

The admissions process will be repeated a further 2 times throughout the year. These details are itemised in the table below:

If your child turns THREE between:	**Funding can be claimed and plan will commence from:**	**Closing Date for applications:**	**Places are offered:**
1st January to 31st March	Summer Term starting April	31st December	January
1st April to 31st August	Autum term Starting September	30th March	April
1st September to 31st December	Spring term Starting January	30th September	October

Funding

All 3- and 4-year-old children are entitled to a maximum of 570 hours Funded Early Education and Childcare split across 3 funding blocks, spring, summer, and autumn. 30 hours eligible 3- and 4-yearolds are entitled to 570 universal hours and 570 extended hours split across 3 Funding Blocks, spring, summer, and autumn. The three funding blocks begin after each individual child's 3rd birthday.

From the term following a child's third birthday, parents/carers are entitled to a maximum of 570 hours free childcare per year (15 hours per week over 38 weeks). For those eligible to receive an additional 570 hours extended free childcare we will require a 30-hours reference number which is your child's unique 11-digit number. Eligibility can be checked through the government website: www.gov.uk/apply-30-hours-free-childcare
Parents/carers may claim their entitlement from more than one provider at the same time but must not exceed a total of 570 hours over 3 funding periods. Where parents/carers have claimed at a different setting the school reserves the right to charge the parent/carer for any funding shortfall at the rate of the Free Entitlement funding for that child under the Local Authority single funding formula plus any deprivation supplement applicable.

In order to qualify for free entitlements parents/carers must, by the end of headcount day each term (as set by the council) have:

- Provided proof of address and the child's birth certificate
- Signed the LA free entitlement form
- Had their eligibility (if claiming 30 hours) verified by the school. Eligibility codes must be claimed by the parent/carer in the funding block prior to use. If an eligibility code becomes no long eligible parents/carers will be responsible for the charges for these sessions. Please refer to our Charging and Remissions Policy.

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 3rd birthday. Charges will apply until funding is claimed. Full details can be found in our Charging and Remissions policy.
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 Rutland Learning Trust's admissions criteria.

Universal Funding and Extended Funding Sessions Available

The following sessions are available to parent/carers using government funding, flexibly and in continuous blocks, subject to availability and as per our admissions criteria. We strongly recommend at least five sessions per week, either mornings, afternoons or 2.5 fully days consecutively to support access to a broad curriculum.

Morning: 8:30 am to 11:30 am (3 hours)

Afternoon: 11:30am –2:30pm (3 hours)

Full day: 8:30am – 2:30pm (6 hours)

*Please see Charging and Remissions policy for charging details

Lunchtime is 11:30am – 12:15pm. Parents/carers are required to provide a healthy suitable packed lunch together with an appropriate water bottle.

Private Rate Chargeable Session

A rate of £6 per hour will be chargeable to the school for sessions outside of the above funding if parent/carers are not eligible for extended funding and wish to attend these sessions. If the charges incurred are not paid for, this will result in the withdrawal of enrolment to the additional private rate sessions outside of any eligible funded sessions.

The following session is an optional session which will be chargeable at a private rate should parents/carers wish to use the wraparound care service. This session is optional and not a condition of accessing funded hours.

Wraparound care: Optional additional hour 14:30pm – 15:30pm

Attendance

Nursery attendance follows the school term dates set for the year which includes teacher training days.

Funding is paid for a maximum of 10 consecutive days absence (2 weeks if part-time) or 30 days over the funding year. Persistent non-attendance may result in review or withdrawal of the place.

A rate of £6 per hour will be chargeable to the school for sessions outside of the above funding for non-attendance. If the charges incurred are not paid for, this will result in the withdrawal of the place.

Non-attendance procedure

In line with the school's Child Protection and Safeguarding Policy, the nursery recognises that non-attendance can be a potential safeguarding concern and will be responded to promptly and robustly. Staff will monitor attendance daily and follow up any unexplained absence on the first day by contacting parents/carers using all available contact details. If a child fails to attend without explanation, or there are ongoing concerns about

attendance patterns, this will be reported to the Designated Safeguarding Lead (DSL) in accordance with safeguarding procedures.

The nursery will maintain accurate attendance records and, where a child does not attend as expected or their whereabouts cannot be established, reasonable enquiries will be made and concerns escalated as appropriate, including informing the Local Authority where necessary. Persistent or prolonged absence, or failure to engage with the setting, will be treated as a safeguarding concern and may result in referrals to external agencies to ensure the child's safety and wellbeing.

Requesting absence from nursery

Although nursery-aged children are not yet of compulsory school age, we ask all parents and carers to follow the same attendance procedures as the rest of the school. This means that any planned absence during term time should be requested in advance. While attendance is strongly encouraged to support children's development, nursery provision is non-compulsory. We will work with families to support regular attendance.

Please see the school's Attendance policy for further details.

School Transport

Rutland Learning Trust is not responsible for any decisions relating to school transport, this is a matter for the local authority in which the child resides.

How does the process work?

By law, every school must have a mechanism to deal with a situation when there are more applications than places. This involves setting an oversubscription priority criteria.

The number of places available in a school are indicated by the schools' planned admission number (PAN) for intake in Nursery. When there are more applications than places, the oversubscription priority criteria is applied in an objective and fair way.

Children with Special Educational Needs and Disabilities (SEND).

- The Rutland Learning Trust will not refuse an application for admission to a Rutland Learning Trust school because it is believed that the school cannot cater for the child's special educational needs and/or disabilities
- Pupils with special educational needs and/or disabilities but no Education, Health and Care Plan (EHCP) are dealt with through the normal admissions policy. Schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for one.

Withdrawing Offers

The Rutland Learning Trust can withdraw offers of places in certain circumstances. An offer of a place will be withdrawn when a parent has not responded to an offer within a

reasonable period of time, usually 30 school days from the date of that offer. The offer can also be withdrawn if the basis of the offer was either a fraudulent or misleading application. The authority also reserves the right to withdraw an offer which has been accepted but which has not been taken up within 30 school days of the practical start date made in the offer.

Late Applications

All applications received by the closing date, which is the 31st March in the admission year, will be treated equally. However, any application submitted after the closing date will be processed as a late application and will be processed after those that have been received on time.

Examples of exceptional reasons for a late application may be:

- family returning from abroad;
- lone parent has been ill for some time;
- family moving into the area from another area;
- other exceptional circumstances.

Late applications after the specified date will be processed after places have been offered and will be considered against the oversubscription criteria should a space become available.

Waiting Lists

The school will operate a waiting list. The list is made up of children whose parent/carer has applied for a place at the school and been unsuccessful. The list will be maintained until the end of each academic year that the application was made. If a place becomes available, the admission criteria is applied and ranked according to the oversubscription criteria and the next eligible child on the list is offered the space (applicants will move up or down the waiting list as the over-subscription criteria is applied if a place becomes available). If that family no longer requires the space, it will pass to the next eligible child and so on. The waiting list is dynamic, this means that as any new children are added or if circumstances change the list is reordered according to the oversubscription criteria.

At the end of each academic year, after the previous waiting list will be disbanded, places will be allocated on application and if a space is available, following the standard in-year admission procedures. Applicants may re-apply by submitting a new application and join the new waiting list if there are no places available.

Children of UK Services Personnel and other Crown Servants

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the School will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

Places should be released as soon as possible if they are not required.

Appeals

As nursery provisions is non-statutory, the schools decisions will be final and there is no formal right to appeal. However, the Headteacher will be happy to discuss any concerned parents may have about the allocation of places.

Complaints procedure

The nursery is committed to working in close partnership with parents and carers and aims to resolve any concerns quickly, fairly and effectively. In line with the school's Complaints Policy, concerns should initially be raised informally with nursery staff or the class teacher, as most issues can be resolved through early discussion. Where a concern remains unresolved, a formal complaint can be made to the Headteacher via the school office, and will be managed in accordance with the staged complaints process. This includes investigation, a written response within agreed timescales, and the opportunity to escalate to a governing body panel if required. Complaints will be handled confidentially, recorded appropriately, and used to

improve practice where necessary. Matters relating to safeguarding or child protection will be managed in line with the school's safeguarding procedures rather than through the complaints process.

Please see the school's Complaints policy for full details.

Admissions to Reception following Nursery

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://www.westnorthants.gov.uk/primary-school-places/apply-primary-school-place

Admissions Criteria:

Monksmoor Park CE Primary School

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school. Distance is measured in a straight line from the centre point of the home address to the centre point of the school using distance mapping software.

If applications can not otherwise be separated, random allocation will be used to allocate places.

a	"Looked After" children and those children who were previously "looked after" but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required). Also "Internationally adopted previously looked after children (IAPLAC). 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. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.

	A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017. *Previously looked after children are children who were looked after, but ceased to be so because they were Page 28 of 33 adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 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*
b	Children who will have an older sibling attending the same school at the same time. *Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.* *'At the same time' in this instance is defined as either the older sibling must be attending at the time of application or the older sibling must be attending at the time the younger child is to be admitted.*
c	Children for whom Monksmoor Park CE Primary School is the closest Primary/Infant School to their home. *The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. See the notes at the top of this section for details of how distances are measured).*

d	Children of worshipping members of any church that is a member of Churches Together in England (this includes the Church of England); these applications must be accompanied by a Supplementary Information Form Part A (SIF/A) available from the school. The completed SIF/A will then be sent to the minister with the Supplementary Information Form Part B (SIF/B) to verify church allegiance.
e	Other children, whose parents have requested a place.

Catchment areas for schools within the Rutland Learning Trust are determined as follows

Monksmoor Park CE Primary School	No specific catchment is stipulated by WNC.

This policy should be read in conjunction with the following school's policies:

- Children protection and Safeguarding
- Attendance
- Complaints
- Charging and Remissions