



## **Green Lea First School, Milwich**

### **Nursery Admissions**

We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures. It is our policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular intake than there are places and in this instance admission to nursery will be determined by the oversubscription criteria detailed below.

Green Lea Nursery operates from the Early Years provision of Green Lea First School. The nursery currently has the capacity to take 16 children.

Subject to availability Green Lea offers nursery places and wrap around care to three and four year olds from 07.30am to 5:45pm each weekday during term time only. A limited number of two year olds can be admitted between 9am and 3pm.

All 3 and 4 year old children are entitled to 15 hours of free Early Education Funding (EEF) or, if eligible, the extended 30 hours funding, from the term after their third birthday. We accept funded hours and a variety of childcare voucher schemes and have no restrictions on when funded hours can be used. Our main intake is in September; however we will take children throughout the year subject to the eligibility criteria and availability at that time. 2 year olds may be eligible to think 2 funding and staff can advise about this. We arrange our waiting list in birth order.

Oversubscribed Criteria: If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places. The following criteria is in line with that of Staffordshire Local Education Authority.

1. Relevant Children in Care, including those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
2. Children with particular medical or educational needs which can best be met by our Nursery (these applications should be supported by a professional report).
3. Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)

4. Children living within the defined catchment area of the school.
5. Children of staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children will be arranged in order of priority, according to how near their home addresses are to the school determined by Google Walking Route Map.

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria. If for instance, all the catchment area children cannot be accommodated, children who are catchment and are children of staff will be admitted next and then children who are catchment and live closest to the school.

We are flexible about attendance patterns to accommodate the needs of the individual children and families, providing these don't disrupt the pattern of continuity in the setting that provides stability for all of the children.

#### Additional Notes

Attendance at the nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority.

In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery will be admitted to our nursery setting. This may reduce the amount of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the complaints procedure of the Governing Body.

4<sup>th</sup> July 2019 – review September 2020

K Wilson – Headteacher \_\_\_\_\_

J Lord – Chair of Governors \_\_\_\_\_

Signed on 4.7.19 at a meeting of the full governing body. If you would like to have a paper copy please see the office.