

**Atwood Primary School**

# **Admissions Policy for Nursery in September 2013**



**Written: November 2011**

**Approved: December 2011**

**Review Date: November 2012**

**(or to meet new legislation and practices)**

## **Atwood Primary School - Admissions Criteria for Nursery Classes**

The Admission Number for Atwood Primary School is 52 (part time places – either five mornings a week or five afternoons a week). Pupils will be admitted into Nursery classes in the autumn term of the school year in which they become four.

Application forms are available from the school office and all applications must be made directly to the school. Parents/Carers are asked to state a preference for morning or afternoon sessions. Where this cannot be accommodated, the school may offer the alternative session.

Children with Special Educational Needs (SEN) sit outside of the normal admissions process. However, they will be taken into account when determining and applying a school's admission number. Accordingly, children with statements already admitted to a school will be counted towards the admission number when considering whether there is still a place available for another child without a statement.

If the number of applications is smaller or equal to the number of places available for the morning and afternoon sessions separately, then all children will be offered a place at their preferred session. If the number of applications is smaller or equal to the total number of places available (52) but a particular session is oversubscribed, then priority will be given using the criteria below, and other children will be offered the alternative session. If the number of applications is higher than the number of places available, then allocations will be made in the following order and treated as two separate groups (morning / afternoon):

### **1. Looked after children**

Children in public care at the date on which the application is made. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department.

### **2. Siblings**

Children with a brother or sister\* who will be in attendance at the school at the time of enrolment of the new pupil; sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address. (Note: sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address).

\*A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address.

### **3. Medical**

Pupils with serious medical reasons for needing to attend Atwood Primary School. A serious medical condition of a parent which would prevent them taking their child to school will also be relevant.

The medical reasons must be verified by a doctor or consultant and declared at the time of application if known at the time. Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has already been made. Decisions on priority of admission on medical grounds will be made by the Governing Body. The Application must be supported by a letter from a hospital consultant and/or the Family's GP.

"Parent" is defined as the father, mother, foster father, foster mother, legal guardian, or the person who has full parental responsibility for the child.

### **4. Distance**

Places are then allocated on the basis of distance from the school to the child's home, with those living nearer being accorded the higher priority. This will be measured in a straight line from either the school gates on Limpsfield Road, or the school gate at the end of Tandridge Gardens (whichever is shortest), to the centre of the pupil's main home. For shared properties eg. Flats, the centre will be taken from the centre of the building.

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

In the event that the number of applications exceeds the places available within any of the above categories, random allocation will be used to decide between applications.

**Child-minding factors cannot be taken into account when allocating places.**

**Children in the Nursery are not guaranteed a reception class place at the school.**

### **Late applications**

Applications which are late for no good reason will not be considered in the initial allocation round but will be allocated available places after all on time preferences have been processed, or added to the school's waiting list (see below) if no places exist.

The school will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within this LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

### **In-year Admissions**

Applications for a place in the Nursery in-year, **as with all admissions to the Nursery, should be made directly to the school.** The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Waiting Lists**

Parents may request that their application is kept on file until a place at the Nursery becomes available. The application will be held on file until the end of the child's eligibility to be in the school's Nursery. When a place becomes available, all current applications for a place will be considered in accordance with the criteria of the Admissions Policy.

The school will not, therefore, maintain an ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent

Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

### **Fair Access Protocol**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2010. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.