

St Martin at Shouldham C of E Primary Academy

Admissions Policy for Nursery

Date presented to Governing Body:	21/11/23
Date ratified by governors:	21/11/23
Due for review:	November 2024

Nursery class at St. Martin at Shouldham is a 16 place Nursery for morning sessions. Like the School, the Nursery serves children living within the parishes of Shouldham, Shouldham Thorpe and Fincham in the first instance. This is known as the designated area.

Government Funded places offered:

- We provide the Universal Funding of 15 hours per week from 8.45am – 11.45am, Monday to Friday, during term time.
- We will also accept children who are attending at one other setting, so 30 hours funding can be shared.

Nursery Intake

- The Nursery Class welcomes children throughout the year once they reach 3 years old. Parents are welcome to pay for nursery provision before they are entitled to the government funding (the term following their third birthday).
- Parents can choose to fund hours above their child's entitlement.

Sessions Available	Times	Cost
Morning Session	8.45am – 11.45am	£13.00

Applications

- Applications forms are available from the school website or office. They need to be returned to the school office, where they will be kept on file.
- You can complete an application form at any time from your child's birth to their 3rd birthday.

Decisions on Places

- Decisions will be made by the Nursery Admissions Panel of the Partnership Governing Body. Decisions to offer a place will be based on the criteria and procedures laid down in this admissions policy.
- Decisions will be announced, at the latest, by 31st May for September intake and 31st October for January.
- Decisions will be final and there is no right to appeal
- The offer of a place DOES NOT mean that a place will automatically be made available in the main school. Applications for admission to Reception should be made on the common 'first admissions' form through Norfolk County Council and are allocated on the basis of our first admissions policy.

Oversubscription

- Unsuccessful children who applied by the stated closing date will be kept on a waiting list. Any vacant places are allocated according to the rank order of those applicants established by the oversubscription criteria applied when the original allocation of places were made.
- Late applications (for example, if a child moves to the designated area part-way through the academic year) will be accepted, ranked according to the oversubscription criteria and added to the waiting list.
- Waiting lists are maintained for one year from the September of the year in which admission was originally sought. For example, unsuccessful candidates for admission in September 2023 would be eligible to remain in the waiting pool until August 2023. The length of time in the waiting pool is not a criterion for the allocation of any places that may become available.

Oversubscription Criteria

Where the school is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the school. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:

1) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)

2) Children who at the time of the admission have a sibling who attends the school. For this purpose, "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.

3) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. DEMAT is required to approve the headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

4) Distance measurement – A child's home will be the address at which the child normally resides, and which has been notified to the school and other relevant agencies as being the child's normal place of residence.

a) In those cases where the relevant LA measures distance on behalf of DEMAT, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

b) In those cases where DEMAT is required to carry out the measurement itself, priority will be given to those children who live closest to the school using a straight-line measurement taken from Ordnance Survey Data from the school building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the school building's main reception to the main entrance of the building in which the flats are located.

"A 'looked after child' is a child who 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children's Act 2002."

Tie breaker: If DEMAT is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

Registration

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

The Admission Policy is issued to all families as part of the registration process. It is also available upon request.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.