

BANDON HILL PRIMARY
NURSERY ADMISSIONS POLICY

Meadow Field

Updated	Autumn 2018
Approved by governors	Autumn 2018
Date to be reviewed	Autumn 2019

This policy explains the procedures for applying for a nursery place at Bandon Hill Primary School – Meadow Field.

When do children start Nursery?

There is one main intake for nursery each year, which is in September. The earliest that a child will normally be considered to start is at the beginning of the September following their third birthday. It may, however, be possible for younger children to gain a place starting mid-way through the academic year.

Children attending Bandon Hill Nursery have **no** priority for admission to Reception classes at Bandon Hill Primary School. This is to ensure that parents who have decided not to send their child to nursery will not be disadvantaged when applying for a reception place. It is therefore not necessary for a child to attend Nursery at Bandon Hill in order to gain a place in reception at school.

When the Nursery is oversubscribed, places will be allocated according to the following oversubscription criteria:

1. Children who have reached the age of 3 years before 1 September
2. Children who have reached the age of 3 years before 1 January
3. Children who have reached the age of 3 years before 1 April

If any of criteria 1, 2 or 3 are oversubscribed, places will be offered to:

- a. Looked After Children and previously Looked After Children.
- b. Children who have a professionally supported medical or exceptional social reason for attending the nursery.
- c. Children with an older brother or sister attending the school, at the time that the younger child starts nursery. For the purpose of this sibling criteria, Bandon Hill Primary School – Wood Field **cannot** be taken into account.
- d. On the basis of proximity to the school, measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority.

This method of offering places means that all children who are eligible for entry in September will be given priority over children not eligible to start until January or April the following year. This is to ensure as many children as possible can attend a nursery for at least a full year before they are due to start Reception class.

All Nursery places at Bandon Hill Nursery are part time. There are morning or afternoon sessions. The morning sessions are from 9am until 12noon and the afternoon sessions from 12.30pm to 3.30pm. Parents may state a preference on their application form but the school cannot guarantee that their required hours will be met.

Applying for a Nursery place

Parents should apply for a Nursery place by completing the school's application form and returning it to the school office by the date given (usually mid-January).

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Nor is it permitted for parents to use a temporarily rented address to secure a Nursery place for their child. The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

An application can only be made from a single address. Parents are asked to provide evidence of their child's address when they apply. The school reserves the right to check council tax or other records for confirmation, or to contact parents to ask them to provide further evidence or proof of address.

If a parent lives outside of the borough they can still apply for a Nursery place at Bandon Hill Nursery. However, if the nursery is oversubscribed, places will be allocated based on the arrangements set out in this Admissions Policy.

If parents move address after completing their application, they should inform the school and provide evidence of their new address. Proof of the new address should include a copy of the council tax bill or a copy of a solicitor's letter confirming the sale/purchase (this must be after completion has taken place). Exchange of contracts or a future completion date will not be accepted. The address that the school will use in the allocation process may vary depending on the date the parent moved. Any offer of a place based on where a child lives is conditional on the child being resident at this address at the closing date for applications.

Please note that Bandon Hill Primary School will investigate any applications:

- where there are any doubts about the information provided
- where information has been received from a member of the public to suggest a fraudulent application has been made

The school reserves the right to seek evidence from parents, council records, primary schools or any other source deemed appropriate. The school may also make a home visit and refer cases for further investigation where it is deemed appropriate.

If an application is found to be fraudulent after places are offered, any offer of a place will normally be withdrawn and a new application will have to be made.

The closing date for applications to Bandon Hill Nursery is mid-January. Applications made after the closing date may be considered after those received on time, unless there are exceptional circumstances, supported by independent evidence.

Parental Responsibility

The person applying on behalf of the child should be the person with parental responsibility for the child. However, there may be occasions where this is not the case, and this should be indicated on the form.

Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. For children born prior to 1 January 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently. Other people can obtain parental responsibility by seeking a parental

responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

Stepparents, grandparents and other close relatives do not have automatic parental responsibility, and can only acquire it through a legal agreement or court order. If the person completing the form is a distant relative or not related at all to the child it is likely that they are a private foster parent. In law this means they must tell their local council they are caring for the child and also they must tell the child's parents (or the person with parental responsibility) about the application for a nursery school place and obtain their permission.

Children who are Looked After by a local authority, or who were previously Looked After immediately before being adopted or subject to a residence order or special guardianship order, receive priority for a Nursery place. It is important that this information is included on the application form and that supporting evidence from a social worker is provided.

Children adopted from overseas are not classified as children in public care.

Medical and Social Criteria

If a parent wishes to apply under exceptional medical and social criteria, they must provide additional information and professional evidence to support their case which should be attached to their application. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, doctor, and/or hospital consultant.

Providing professional evidence does not guarantee a child priority at our Nursery.

If there are supported medical and social needs for mobility reasons, consideration for a priority place will normally only be given if Bandon Hill is the nearest Nursery, unless a parent can demonstrate why this establishment is more appropriate for their child's needs than the nursery closest to the child's home address.

Evidence to support a medical condition can come from the family GP or child's hospital consultant. This should confirm the child's condition and outline how it is managed. It should also confirm how it would affect the child in Nursery and its relevance to a Nursery placement. Common ailments such as asthma would not normally be given a priority placement. Any other medical conditions in the family may be considered but as a separate issue under social reasons.

Parents are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have supporting evidence will not be considered for priority and school is not responsible for ensuring parents provide it.

Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Siblings

A sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If a child will have a sibling at Bandon Hill Meadow Field, it is important that the sibling's details are included in the application to ensure that, if applicable, sibling priority is given.

Successful Applications

Letters giving the results of applications will be posted to applicants during the first week of the summer term.

Where an offer is made, the parent will be given two weeks to decide whether or not they want to accept the place. If they are not offered a place, the child's name will automatically be added to the waiting list for the remainder of that academic year. Vacancies arising after the initial allocation will be offered to children on the waiting lists, based on the admission arrangements set out in this Admissions Policy.

There is no formal appeal system if a parent is not offered a place for their child at their preferred Nursery.

If a parent misses the closing date their application will be treated as a late application. If vacancies remain after all on time applications have been considered they may be allocated a place. However if the Nursery is oversubscribed, the child's name will be added to the waiting list

Waiting Lists

A child will automatically be added to the waiting list in the following circumstances:

- If the child is not offered a place at Bandon Hill Nursery
- If the parent submits a late application, and the Nursery is oversubscribed with applicants who applied on time

Waiting lists will be ranked according to the school's admission criteria as set out in this Admissions Policy. No priority can be given to children according to the date their application was received or their name was added to the list. As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists.

A child's position on a waiting list may go down as well as up. This is because other children might be added the waiting list who have greater priority for a place against the admission criteria. This can happen when new families move into the area or when other families, who had previously not applied to the Nursery, ask to go on the waiting list after the initial allocation date.

Children outside their age group

Parents may request that their child is exceptionally admitted outside their age group. The school will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.