Roundthorn Primary Academy
Community of Learners

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Key Purpose:	This policy sets out the admission arrangements for Roundthorn Primary Academy's nursery, in 2027/28. It applies to applications to start in Nursery in September 2027 and January 2028 as well as 'In-year' applications; it also includes details of the oversubscription criteria, and waiting lists.

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1. Introduction

i. Thank you for your interest in applying for a place at Roundthorn Primary Academy's nursery. The aim of this policy is to provide clear guidance on the admission arrangements for a place at the school's nursery including information on timescales, deadlines and contact details for queries.

ii. It also provides guidance on how applications are administered, the criteria used to prioritise applications (where necessary) and waiting lists.

iii. **Roundthorn Nursery is non-selective and can accommodate up to 52 places (up to 26 morning places and 26 afternoon places)**

2. Guidance and Definitions

i. The nursery admissions process is separate from admissions to the rest of the school as it is not covered by the Statutory School Admission Codes.

ii. The nursery is organised in this way in order to accommodate the 15hr free nursery education entitlement for all 3 year olds. The principles behind this policy are around school readiness, which is a priority for Oldham.

iii. Timings 5x 3 hour sessions: am session 8:30-11:30am; pm session 12:15-3:15pm.

iv. We may be able to offer sessions of 30 hours per week to working parents of 3- and 4-year-olds, who meet the eligibility criteria (please see https://www.gov.uk/childcare-calculator for further information) and are approved in accordance with our Nursery Admissions Policy. In *exceptional* circumstances, we may allow parents to pay for an additional 15 hours per week; this is assessed by the Executive Principal and Head of Academy (including the relevant cost and timing of payment) on a case-by-case basis.

v. Responsibility for making decisions regarding admissions to the school's nursery class lies with the Executive Principal of the school and follow the criteria prioritisation listed in this policy. The Executive Principal is also responsible for day-to-day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, are entirely in accordance the Local Authority guidance in this area.

vi. The nursery class at Roundthorn Primary Academy will provide education in the September for children who are three years old on or before the 31st August of the year they are to enter nursery.

vii. **PLEASE NOTE**: This policy is <u>not</u> relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP). There is a **separate process** for selecting or changing the school named on an EHCP which is outside of the

admissions process. Please contact the child's home Local Authority for further details.

3. Application Process

i. Parents should contact, as soon as possible, and no later than 1st March of the year in which the child is eligible to enter nursery, the Executive Principal of the school via the school office. The Executive Principal, via the school office, will keep a list of pupils and the names and addresses of parents who have requested a place in the nursery class. This will be called the nursery admission list. Parents / carers should state their preference for a morning or afternoon place. In some instances, we may be able to offer a full time 'top up' place with the additional half day and lunchtime period paid for separately.

ii. Some proof of date of birth must be provided on application to be put on the nursery admission list, preferably original birth certificate.

iii. If there are any special reasons, such as child protection needs, why parents or other agencies feel a child would educationally benefit from admission to the nursery class at Roundthorn, this information with any supporting documentation should be provided on/attached to the application form.

iv. The length of time a child's name has been on the nursery admission list will not be taken into consideration, as long as parents meet the deadline for applying to the school by 1st March.

v. The Executive Principal will inform parents by the last day if term in July whether it has been possible to allocate their child a place in the nursery class or not.

vi. **Admission to nursery class does not automatically mean that child will go on to enter our Reception class and parents must submit an application for their child for a place in reception** (online application through Oldham Council.) However, this will be taken into consideration as part of the oversubscription criteria for school admissions.

viii. **Allocation of places**:

a) The school will carefully consider all applications for places. Before admission we expect your child to attend a '*getting to know you open session*' and / or a home visit is normally made to ensure that your child is ready for nursery and a smooth transition can be planned. Neither are a guarantee of a place being offered.

b) Consideration will be given to children with particular categories of Special Needs. However, this will be subject to the requirement of maintaining an appropriate balance in the Nursery Unit. This will involve

taking into account the levels and requirements of the child concerned and those of the other Nursery children, plus the level of staffing available and the additional demands that may be made on staff time. The Executive Principal will sympathetically consider all cases individually, and after consultation with the Nursery staff and will use his/her professional judgment in offering places, according to what is felt is best for that child and for the Nursery as a whole. Where a place is not offered in our setting we will inform parents by the last day of term in July and discuss possible ways forward with parents/ carers.

c) If the number of applications is greater than the places available, all applications will be considered, and places offered according to the oversubscription criteria in the order set out below (see section 4).

d) Where an application has been unsuccessful due to a place not being available, applications will be put onto a waiting list which will be maintained until the end of the admission year. The waiting list will be ranked solely according to the oversubscription criteria detailed in this policy, not date of application, and updated each time an unsuccessful application is added. See section 5 below for more details on waiting lists.

4. Oversubscription Procedure and Criteria (All applications)

If the number of applications received for a place in the nursery is greater than the number of spaces available, places will be allocated according to the oversubscription criteria and order below.

i. 'Looked After Children'[1] and children who have been previously looked after but immediately following this became subject to adoption, child arrangements order or special guardianship order, including those who appear (to the Focus-Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted[2].

ii. Children who, at the time of admission, have a sibling who attends the school. For this purpose, "sibling" means a whole, half or step-sibling or an adopted child resident at the same address.

[1] 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 full definition in Section 22(1) of the Children Act 1989).
[2] Under the Admissions Code, a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

iii. Children of an employee[3] of the Focus-Trust who have been employed by the Trust for two or more consecutive years at the time the application is submitted. Priority under this criterion is limited to 10% of the total number of places offered in any year group (i.e. 3 places for a year-group of 30 pupils).

Note: where more applications are received than places available under this criterion, applications will be ranked by straight line distance to the school and priority given to children who live closest to the school.

iv. Distance measurement – Priority will be given to those children who live closest to the school.

We will calculate **straight line distance** between the child's home and the main entrance to the school. Where a child resides in a block of flats, the distance will be measured to the main entrance of the building in which the flats are located.

PLEASE NOTE: A child's home will be the address at which the child normally resides and which has been notified to relevant agencies (e.g. the Local Authority) as being the child's normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

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

vi. In the case of multiple births or siblings in the same year group when there is only one place available, all will be offered a place even if this results in school admitting more children than the PAN.

5. Waiting Lists

i. Any child refused a place at the school's nursery will automatically be put on a waiting list. A waiting list will be maintained until the end of the admission year after which it will be cleared.

ii. **The waiting list is maintained in the order of the oversubscription criteria only** (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

[3] The employee must have parental responsibility for the child to be eligible for this criterion.

iii. Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.

iv. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

6. Unsuccessful Applications

i. Applicants will be informed in writing of the school's decision to refuse their application. This letter will include;

a) The reason a place was refused (e.g. no available places)
b) Information about other local providers

ii. There is no right to appeal against non-admission to the nursery class.

7. Applications for a January intake – sometimes known as *'rising 3's'*

i. We are sometimes able to offer place in January (Spring / term 2 of the school year) to children who are 3 years old before 1st January. This means that some children benefit from five terms of early years provision. This is entirely at the discretion of our early years staff and we use the criterion of 'readiness for our school nursery' to decide whether to offer these places. This will be based on a home visit or 'stay-and-play' in the Autumn term.

8. Further Information and Contact Details

Breakfast Club is available at a charge for Nursery children.

Parents who wish to take their child home over the lunchtime period are entitled to do so.

Parents can either send a packed lunch for their child or purchase a school meal, if their child is staying in the Nursery at lunchtime.

For queries regarding this policy, admissions arrangements for the school and the waiting lists and appeals process, please contact:

Tel: 0161 770 8600 Email: roundthorn@focus-trust.co.uk