



## **Moorthorpe Primary School Early Years Part-time Admissions Policy**

The Governing Body is responsible for part-time admissions to the school's Early Years Foundation Stage and agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Council.

The school has a 26 place nursery. This means that a maximum of 52 part-time children can be admitted. Children are usually admitted for either 5 mornings or 5 afternoons. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Headteacher.

### **PART-TIME ADMISSION DATES**

<b>Three Year Olds Born Between</b>	<b>Month of Part-time Admission</b>	<b>Term of Part-time Admission</b>
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

A child can be admitted to early year's provision the term **after** their 3<sup>rd</sup> birthday.

The part-time admission dates are:

April born children will be admitted part-time in the following September and **not** after Easter regardless of when Easter falls.

### **PART-TIME ADMISSIONS CRITERIA**

If we receive more applications than places available then children will be admitted in the following order:

- 1 Children undergoing special educational needs statutory assessment or with a statement of special educational needs or Education Health and Care Plan (which names the school);

- 2 Looked after children and all previously looked after children (see definition under explanatory notes);
- 3 Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;
- 4 Other children who live in the school's catchment area;
- 5 Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
- 6 Other children by age order (admitting eldest first).
  - Where any criterion category is over-subscribed then children within that category will be admitted in an age order basis (eldest first). Priority should be given to Wakefield District children.
  - Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.
  - Looked after children and previously looked after children are defined as:
    - 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.
    - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders).
    - Under the provision of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders.
    - See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **ALLOCATING PART-TIME PLACES**

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns and parental demand for flexibility.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above part-time admissions criteria.

The school will allocate part-time places on the following dates for the following academic year:

<b>Term child will take up Early Years Provision</b>	<b>Week commencing date places will be allocated</b>
Autumn	<i>5th June 2017</i>
Spring	<i>31<sup>st</sup> October 2016</i>
Summer	<i>20th February 2017</i>

Any applications received after the specified date will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth and identity. Examples are a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

The home address for each child is the permanent address of the parents/carers and their child. This is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the

address where the child spends the majority of the time, even if he or she lives at a different address for some days of the week.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

September 2016

Review date: September 2017