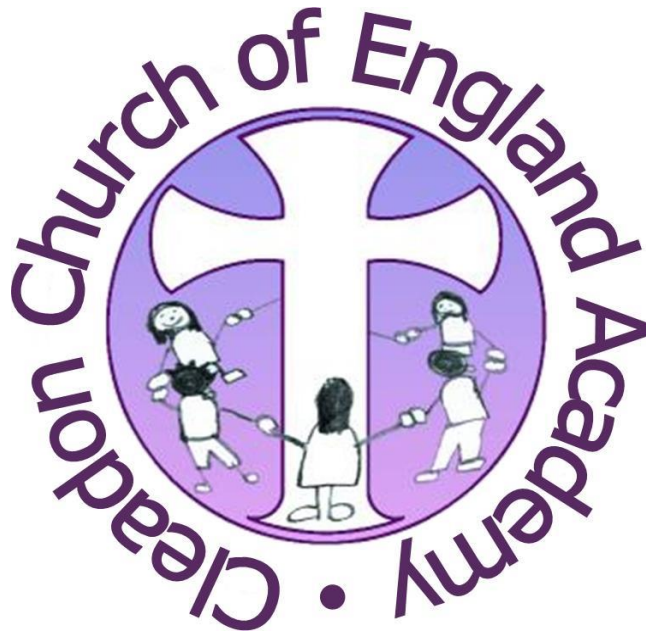


# **Cleadon Church of England Academy**



## **Nursery Admissions Policy**

Reviewed: Autumn 2018, Autumn 2019, Autumn 2020, Autumn 2021

**Next Review: Autumn 2023**

# **Cleadon Church of England Academy**

## **Nursery Admissions Policy**

### **Academic Year 2024 - 2025**

The Board of Directors of All Saints' Academies Trust is the Admissions Authority for Cleadon Church of England Academy, with responsibility for decision making and application of the policy delegated to the Local Academy Council. The Local Academy Council intends to admit up to seventy-eight pupils to the Nursery in September 2022. There will be a limited amount of flexibility in this offer with a mix of full and part-time places. Parents may request a morning, afternoon or full day place, however this is not a guarantee. In some cases parents may be offered an alternative one if their first choice is not available. Places offered are term-time only, either 30 or 15 hours per week over 38 weeks.

This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area. Applications received after the closing date will only be considered after all those received by the closing date. The academy participates in the Local Authority Co-ordinated Admissions Scheme.

Children who have a Statement of Special Educational Needs or an Education Health Care Plan which name our academy will be admitted to the academy.

The Academy is open to receive applications for admissions from the parents (see Note 1) of all children. Where there are insufficient places available to meet all parental preferences the Local Academy Council will operate an equal preference system which means applications will be considered according to the following criteria regardless of any indicated preference ranking.

#### **Over – subscription criteria:**

- 1.** Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
  - a. Children previously in state care outside of England. This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. (see Note 3)
  - b. Children subject to a child arrangement order, under the terms of the Children Act 1989, section 8 which defines a 'residency order' as an order setting the arrangements to be made as to the person with whom the child is to live.
  - c. Children subject to special guardianship order, 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.

2. Children who have an older sibling attending Cleadon Church of England Academy at the time of their admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as the sibling both at the time of application and start date.
  
3. Neighbourhood places - children living near the Academy will be admitted using the selection criteria, measured by the shortest safest walking distance. i.e. shortest distance from the centre of the parental home residence (including flats) to main school entrance measured as a straight line using the Local Authority Geographical Information System (GIS) with those living closer receiving higher priority. Proof of residency will be sought. Children must reside at the given address at the time of application.

**Tie Breaker:**

Where there are places available for some but not all applicants within a particular criterion, distance from the centre of the parental home address (including flats) to the main entrance of the academy will be the deciding factor. This will be measured in a straight line using the Local Authority Geographical Information System (GIS) with those living closer receiving higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

**Waiting List:**

An in-year admissions waiting list will be maintained by the Academy. All new applications received will be added to the in-year admissions waiting list in accordance with the position determined by the admissions criteria. This position is not dependent on time; the academy has no discretion to give priority outside the criteria.

In-year admissions waiting list positions are subject to change; applicants can move up and down the waiting list as vacancies arise.

A place can only be offered from the waiting list once a child is at the top of the waiting list and a vacancy is formally declared by the academy. There is no way to predict when an offer may be made as this is dependent on current pupils in the academy leaving, which is not known in advance.

Names on the waiting list will remain live until 31<sup>st</sup> July each year when the waiting list will be cancelled.

## **Parental Home Residence:**

When considering your application the Governing Body will use the parental home residence of the Parent/Carer who receives the child benefit for the child/ren. Documentary evidence may be requested.

If the address you state on your application form is not your child's normal home address you must provide us with a Residence Order provided by a court if you wish that address to be considered. We do not reserve academy places for pupils moving into the catchment area therefore, if you have not exchanged contracts or have not signed a tenancy agreement we cannot use your new address to allocate an academy place. Children must be living at the stated residence at the time of application.

## **Proof of Address**

Once a place has been allocated you will be asked to provide proof of residency.

## **Right of Appeal**

If you are not successful in obtaining a place for your child at our nursery, there is no statutory right of appeal.

## **Appeal where application is made outside of age range**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

## **Additional information**

If there is an incomplete application for a child, in circumstances where parents cannot agree on a preferred school or the main address where the child resides, the Board of Directors will suspend the application until parents agree. This will mean that if the closing date has passed, your child will not be considered in the admission round and if all places have been allocated then your child will not be given a place.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

Applications for Reception take place in the usual way, please see The Academy's Admissions policy.

**Mr. P. Bowens**  
**Chair of the Board of Directors**

## **Notes**

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.