

Church House Oxford, Langford Locks, Kidlington, OX5 1GF

Nursery Admissions Policy

January 2019

Tackley Church of England Primary School



Mission Statement

Life is an adventure, embrace it

Life is a challenge, meet it

Life is an opportunity, capture it

In the context of Christian belief and practice, we aim to:

- Provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish.

As an academy the local governing body is the admission authority and had the responsibility for setting these arrangements and for making decisions regarding admissions applications.

1. The Ethos of Tackley CE Primary School

Tackley CE Primary School values its Christian ethos and its links with the local church and community. Throughout the school we aim to inspire children through providing an enriched and broad curriculum which is inclusive of all children. We want children to develop a lifelong love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect the values of our school and the importance of these to our whole school community.

2. Early Years Education Funding for three and four year olds

The minimum entitlement to funded nursery education is 15 hours per week. The universal entitlement starts from the term after the child's third birthday (based on a three term year). Schools may choose to offer the 15 hours in a number of different ways.

We expect to admit children that will be using their Early Years Education Funding as well as children whose parents are buying additional hours, and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time and bought time in a day is 3 hours

3. Admissions to the Foundation Stage Unit

Tackley CE Primary School admits:

- Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
- Early Years Education funded three- and four-year-olds from the start of term following their third birthday.
- Non-funded three- and four-year-olds from the start of term following their third birthday.

3. Patterns of attendance available

We are currently able to offer the Early Years Education Funding across 5 mornings, therefore our school makes a core offer of:

Morning sessions from 8:45am to 11:45am

Our all year round offer is: **term time only**

4. Charging

If you wish to purchase three hour sessions because you are using your universal entitlement at another provider. Sessions can be purchased for £14.50 a day.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits are compulsory.

Details about buying additional sessions/hours in the nursery are set out in the schools charging policy. This policy can be viewed on our website.

5. Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decision on whether a place can be offered at our nursery. If you would like to visit Tackley CE Primary School, you should contact the school office to make an appointment.

Stay and Play sessions are offered to support transition into nursery.

6. Applying for a place

Most children will start at the nursery at the start of the term. Other children join us 'in year' at other times. This may be because they are new to the area or would like to transfer from another early years' provider.

To apply for a place, you must use the Tackley CE Primary School Nursery Application form

Places are not allocated to a child automatically, even where:

- There is an older sibling here;
- A parent has expressed an interest at any time in the school; or
- The child has always lived close to the school

No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

7. How to apply for a Nursery place

Parents must complete the Tackley CE Primary School Nursery Application Form and return it to the school.

The closing dates for applications for the nursery intake are: 1st April, 1st July and 1st January. You can apply after these date but your application may not be considered until after all of the applications that were on time.

8. Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and have been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery/FSY and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

9. What happens next

If there are few applications than places, then no application will be refused. Only if there are more applications than there are places available will the governing body priorities applications according to the oversubscription criteria below.

1) Children become eligible for a place when they are 3:	On or after 1 April and on or before 31 August	On or after 1 September and on or before 31 December	On or after 1 November and on or before 31 March
2) Visit the EYFS in:	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in:	May	September	January
5) Receive a letter about your application before:	End of May	End of October	End of February
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at EYFS (or at the start of term closest to that month)	Autumn Term	Spring term	Summer term

10. Published Nursery Admissions Number (PNAN)

This is the number of places we intend to make available for our normal nursery intakes. Our PNAN is: 15

11. Oversubscription criteria

Where the number of applications exceeds the number of places available in the nursery the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. A child with an Education, Health and Care Plan (EHCP) naming Tackley CE Primary School
2. Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangement order or made the subject of a Special Guardianship Order
3. Families who have exceptional medical or social needs that make it essential that their child attend Tackley CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
4. Children who live in the school's catchment area (see note 1) area and are eligible for the Early Years Pupil Premium
5. Children who live in the school's catchment area with a sibling on the roll of the school at the time of application, or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. All other children in the designated area

7. All other children

Note 1: Catchment Area: See Appendix A. Proximity of the child's home, as measured by the straight line distance between the home and school with those living nearer being accorded higher priority, will serve to differentiate between children in these criteria should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which children should be offered the place. The processes will be conducted in the presence of a person independent of the school. The straight light distance used to determine proximity of the home to the school will be measured by Google maps.

Note 2: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer/s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

12. Waiting Lists

Following allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery/FSU for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a Tackley CE Primary School Nursery application form.

13. Increasing hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available, then the places can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

14. Uniform

Children attending Tackley CE Primary School Early Years Foundation Stage Unit are expected to wear a uniform. School logoed jumpers can be purchased from School Trends.

15. Changes to attendance

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

1. New applications from parents whose children do not yet attend the nursery.

2. Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends

It is expected that parents will ensure that their child will attend at the times agreed on the so that children can establish a routine and be ready to start school.

If a child is sick the parent must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

16. Further information

A nursery place should cease no later than the term after the child's fifth birthday, that is, when they are statutory school age.

Any complaint made about the operation of this admissions policy or the refusal of a place should be made through the school's complaint policy.

There is no statutory right of appeal.

This policy was agreed by the governing body on 28th January 2019.

Appendix A

Catchment Map

