



## Normanton All Saints CE (A) Infant School

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'An outstanding example of a Church school' SIAS 2003  
'All Saints Infant School is an outstanding school' OFSTED 2007  
'The school's performance has been sustained' Interim assessment OFSTED 2010  
'The school's distinctiveness and effectiveness as a Church school is outstanding' SIAS 2012  
'This is an outstanding school' OFSTED 2013

### Early Years Part-time Admissions Policy 2019/ 2020

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 **39** place nursery. This means that a maximum of **78** 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. Visits to the Nursery are welcomed, please contact the school office to arrange an appointment.

Parents must contact the school directly when applying for a part-time nursery place. The school will then allocate places in accordance with the early years admission criteria (outlined below). Parents applying for a nursery place will need to complete and sign the school's application form for early years' admissions, which is available from the main school office. Parents, who regularly worship at a Church, will also need to complete the supplementary information form (SIF).

#### Universal hours and extended entitlement

#### **The school will only be offering a maximum of 15 hours per week per child.**

From September 2017 all children will be eligible for up to 15 free hours, these are classed as 'universal hours.'

Some children will be eligible for up to 15 additional hours these will be known as the 'extended entitlement.' The extended entitlement allows eligible parents to access up to a further 15 hours entitlement per week, should they meet the eligibility criteria. However, the school will be only **offering a maximum of 15 hours per week per child.**

## PART-TIME ADMISSION DATES

A child can be admitted to the school's nursery the term after their 3rd birthday.

The part-time admission dates are:

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

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 the number of applications received for a **universal nursery place (free 15 hours)** does not exceed the number of places available then all children will be admitted on a part-time basis. Universal places will take priority. Any parent claiming to use their extended entitlement, 15 hours at the school, will only be admitted after all universal places have been allocated.

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

- 1 Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- 2 Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- 3 Children who, or whose parents/guardians, reside within the parish of Normanton All Saints **or** whose parents/guardians are on the electoral roll of that Church, **and who are:**

### **“At the heart of the church”**

A regular worshipper. A person who worships at least twice per month for a period of 12 months prior to the Nursery admission date. The worshipper could be one or both parents or the child.

**Parents having moved to become resident in the Parish of Normanton All Saints having been on the Electoral Roll of and “At the heart of the church” of another Christian church, will qualify upon proof of membership being provided by the Minister of that Church. (See explanatory notes)**

- 4 Children who, or whose parents/guardians, reside within the parish of Normanton All Saints who are on the electoral roll of another Christian Church, recognised by Churches Together in England (see explanatory notes) **and** whose names are entered on that Church's roll of membership who are:

- 5 Children who have brothers or sisters (including a half or step or adoptive brother or sister) attending the school at the proposed date of admission; (see explanatory notes)

- 6 Children resident within the Admissions Priority Area of the School (see explanatory notes)
- 7 Children resident within the Parish of All Saints, Normanton (see explanatory notes)
- 8 Other children by age order (admitting eldest first).

#### **EXPLANATORY NOTES:**

- Where any criterion category is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority will be given to Wakefield District children. If both children live in the Wakefield District then priority will be given to the child that lives nearest the school.
- 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.
- For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.
- The Governing Body will, as far as possible, admit twins, triplets, or children from other multiple births, as long as they can comply with the nursery class size regulations.
- Priority Admission Area: This information can be found on the Wakefield MDC website under catchment area.
- Other Christian Churches (Churches Together in England and Wales) – details may be obtained from the School.
- Children in Public Care (looked after children) – this refers to children who are:
  - Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
  - Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
  - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

## ALLOCATING PART-TIME PLACES

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

If you wish to apply using the **Christian Commitment Criteria** you should also obtain a copy of the Nursery School's Information Form (Nursery SIF) from the School and return the Nursery SIF to the School by the closing date for applications. The SIF must be signed by the Church you attend. Failure to complete this form may affect the oversubscription classification into which your child is placed.

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>Closing date for nursery applications</b>	<b>Week commencing date places will be allocated</b>
Autumn 2019 (September intake 2019)	24 <sup>th</sup> April 2019	27 <sup>th</sup> April 2019
Spring 2020 (January intake 2020)	13 <sup>th</sup> September 2020	16 <sup>th</sup> September 2020
Summer 2020 (After Easter 2020)	17 <sup>th</sup> January 2020	20 <sup>th</sup> January 2020

Any applications received after the specified date will only be considered once all other applications have been dealt with. Children of late applicants will be placed on the waiting list in the order in which they appear following the part-time admissions criteria.

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.**

#### **Attendance at nursery**

It is the parents responsibility to ensure that children are attending nursery regularly and for the number of hours per week that has been offered. Attendance of all nursery pupils will be closely monitored by the school.

If any child has what is deemed to be irregular attendance then it is the schools responsibility to remind the parents that the free place is a funded place and continued irregular attendance could lead to a reduction of hours or the place being withdrawn and offered to another child.

Where there is a persistent absence of more than two weeks in any term without a justifiable reason then the school should notify parents/carers that the place will be offered to another child.

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If you have any further questions regarding admissions please speak to Mrs Lisa Huskins, our School Business Manager. She can be contacted on 01924 894309. Thank you.

Signed L.Huddlestone (Chair of Governors)

Signed A.Stone (Headteacher)

Signed L.Huskins (School Business Manager)