



## Nursery Admissions Policy 2017

*Children who will have reached their third birthday on or before 31<sup>st</sup> August of the year they are to be admitted are entitled to apply for a place at a nursery school or nursery class.*

The governing body of Archbishop Runcie Church of England (Voluntary Aided) First School is the Admissions Authority for the school and they intend to admit up to twenty six part-time pupils to the nursery year group in September 2017. *\*Each Nursery place is for 15 hours per week over 5 mornings*

The school is open to receive applications for admission from the parents of all children. In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

### Over-subscription Criteria

1. Looked After Children (Children who are in the care of the Local Authority (LAC)) or *previously Looked After Children\**
2. Children who have *an exceptional and compelling medical need* requiring attendance at this school, above all other children. This **must** be evidenced by a letter from a registered health professional (i.e. paediatrician) which sets out clearly and objectively the nature of the needs and why attendance at this school would be essential for the child.
3. Children with a *sibling\** at the school at the time of admission.
4. Children of parents / carers who have provided a letter from their Vicar confirming that they worship regularly (at least once a month) at *Gosforth, All Saints or Gosforth, St Nicholas Parish Churches*.
5. Children of parents / carers of other Christian denominations, of other faiths or of no faith.

### ***\*Previously looked after children***

Previously looked after children are children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

An '**adoption order**' is an order made under section 46 of the Adoption and Children Act 2002.

A '**residence order**' is an order outlining the arrangements to the person with whom the child will live under section 8 of the Children Act 1989.

A '**special guardianship order**' is an order appointing one or more individuals to be a child's special guardian or guardians.

### ***\*Sibling***

*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 school place is sought is living in the same family unit at the same address as that sibling.*

## **Evidence Required**

### **Category 1**

Parents/carers seeking admission under criterion 1 **must** provide evidence of the relevant order before the closing date

### **Category 2**

Parents/carers seeking admission under criterion 2 **must** provide appropriate evidence i.e. a letter from a paediatrician which demonstrates clearly and objectively the child's needs and why this is the **only** school that can meet those needs

### **Category 3**

Sibling evidence will be checked

### **Category 4**

Parents/carers seeking admission under criterion 4 **must**, before the closing date, provides the school with a letter signed by the Vicar of the church in question showing that their application satisfies the criterion.

*If the relevant evidence is not provided to the school before the closing date the application will be considered under criterion 5 of the over-subscription criteria.*

## **Tie Breaker**

*Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference being given to those whose home address is nearest the school. Distance will be measured from the child's home address (including flats) to a central point of the school, when measured by GEO CODE available through Newcastle City Council. GEO uses the measure of a straight line from a single, central fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system. Applications from outside the local authority area covered by this system will be measured in miles using a straight line from the centre point of the child's address to the middle of the school on an ordnance survey map of the area.*

## **Home Address**

It is the child's address which will be used in applying the admissions criteria. This means that the child's address at the time the application is made should be used. The address of childminders or other family members who share in the care of your child should not be used. If offered a place you will be asked for proof of the child's address e.g. child benefit statement, medical card.

## **Waiting List**

If you are not offered a Nursery class place, the school will keep your child's name on a waiting list until the end of the Autumn Term i.e. 31<sup>st</sup> December 2017. In the event of a place becoming available in the Nursery during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

## **Right of Appeal**

There is no statutory right of appeal for parents/carers who are refused a Nursery Place.

## **Admission to Reception**

Nursery admissions are entirely separate from school admissions. *Parents/carers are asked to note that attendance at the school's Nursery does not guarantee a place in the Reception Class.*

## **False Information**

Where the Governing Body has made an offer of a place in the Nursery on the basis of fraudulent and intentionally misleading information from an applicant the place will be withdrawn.

Written applications for admission must be returned to the school by *the date specified by the school*. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Applications received after the closing date will be classified as late and considered after all of the applications received on time. The school will notify parents as to whether or not their child has been allocated a place by letter posted on a date to be specified by the Gosforth Schools.

P.J Moorin Chair of Governors

3<sup>rd</sup> November 2016 Date