**Archbishop Runcie CofE First Nursery Admissions Policy**

2021-2022 April 2022 admissions

**Vision and Ethos Statement**

Our vision is to be a school which transforms and inspires the minds and hearts of those we teach, and through these young people to transform the wider world.  We want everyone associated with our school to find inspiration and encouragement to grow in knowledge and wellbeing, to experience the ‘abundant life’ promised by Jesus and grow in the love of learning.

**Ethos and Values**

The ethos of our school is its character as manifested in our attitudes, aspirations and values.  Collective Worship lies at the heart of our life. The values of the school are Love, Honesty, Openness, Kindness, Compassion, Forgiveness, Thankfulness, Endurance, Determination and Integrity.

**The impact of these Values:**

**For all -** Goodness underpins this school. We value the importance of friendship, mutual trust, and forgiveness as we encourage each other to uphold and pursue empathy, understanding, perseverance, bravery and integrity. Staff, governors, children and their families are expected to support and extend an atmosphere of respect, courtesy and the love of learning.

**For Children -** Supportive and caring relationships are key in a child’s development and their flourishing. Recognising that every child is uniquely called by God, we aim to enable our young people to develop inner strength and resilience, be able to adapt to change, learn from their mistakes and so be ready for the next stage in their life journey.

**For Staff -** The child is at the centre of our concern as staff. Recognising each child’s God given unique and individual strengths, we encourage the school to be a vibrant learning community where there is inspirational and accountable leadership at all levels and where all children flourish through excellent teaching of a creative and inspirational curriculum. Staff work together as a close team and are supported by parents and governors.

We ask all parents/carers applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents/carers who are not of the faith of this school to apply for, and be considered for, a school place.

**Introduction**

The Governing Body of Archbishop Runcie Church of England (Voluntary Aided) First School are the admissions authority for the Nursery and they intend to admit up to 39 (full time equivalent) pupils to the Nursery class in April 2022.

Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

**Admission arrangements to the Nursery in April 2022**

Parents (see Note 1) wishing to apply for the Nursery in April must complete the application form provided by the school. The form must be returned to the school no later than 12 noon on 18th February 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be emailed or posted by the school.

**Option 1:** 2 ½ days

Monday 9:00am-3:10pm  (including school lunch)

Tuesday 9:00am-3:10pm (including school lunch)

Wednesday 9:00am- 12:00pm

or

**Option 2:** 2 ½ days

Wednesday 12:15pm- 3:10pm

Thursday 9:00am-3:10pm  (including school lunch)

Friday 9:00am-3:10pm (including school lunch)

or

**Option 3:** Parents who are entitled to 30 hours free childcare will be offered 8:40am-3:15pm daily.

Parents who are entitled to 15 hours will be able to purchase additional time currently at the rate of £15.00 per half day or £28 per full day (including school lunch). This cost may be subject to change.

**Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Archbishop Runcie Church of England (Voluntary Aided) First School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

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)
2. **Children** who have exceptional medical or social needs that make it essential that their child attends Archbishop Runcie Church of England (Voluntary Aided) First School Nursery rather than any other Nursery. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. Children with a sibling (see Note 4) at the school/Nursery 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 or St Nicholas Parish Churches. (Parents/carers seeking admission under this criteria must, before the closing date, provide the school with a letter signed by the Vicar of the church in question showing that their application satisfies the criterion)
5. **All other children:** We welcome childrenof all faiths or none.

**Tie Breaker** Proximity of the child’s normal home address (see Note 5), as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. 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.

**All Other Admissions**

Admission to the Nursery during the academic year depends on whether or not there are places available. Applications must be made directly to the school on an in year application form, available from the school.

If there is a vacancy, and there is no child on the Nursery waiting list with a higher priority (according to the over-subscription criteria 1-5 above), a place will be offered.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Waiting Lists**

The school maintains waiting lists for those children who are not offered a place. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on the waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 August 2022.

Any further requests to be added to the waiting list must be made to the school each academic term. Waiting lists are cleared at the end of each academic term.

**Fair Access**

The school participates in Newcastle City Council LA’s Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the Nursery and also take priority for admission over any child on the waiting list.

**Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Nursery.

**Appeals**

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

**Admission to Reception**

Nursery admissions are an entirely separate process (see separate Admissions Policy). Parents are asked to note that attendance at the school’s Nursery does not guarantee a place in the Reception class.

**Visits**

Parents who wish their children to attend the Nursery are most welcome to visit. Arrangements can be made through the School Office.

**False Information**

Where the Governing Body has made an offer of a place at the school based on fraudulent and intentionally misleading information from an applicant the offer will be withdrawn.

**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** When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Archbishop Runcie First School. This supporting evidence must clearly demonstrate why the school is the most suitable for your child and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** 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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 5** By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

* any legal documentation confirming residence
* the pattern of the residence
* the period of time over which the current arrangement has been in place
* confirmation from any previous school of the contact details and home address supplied to it by the parents
* where the child is registered with his/her GP
* any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child’s home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent’s address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative’s address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 6** Children living nearest to the school as measured in a straight line distance from a single fixed entry point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

**Closing date** Friday 18th February 2022

**Offer letters sent out** by email by Friday 4th March

**Deadline to accept** Friday 11th March

Signed by the Chair of Governors S Hawkins