



Whitchurch CE Infant and Nursery Academy

Nursery Admissions 2023-2026

This document outlines the administration policies relating to the running of Whitchurch C.E. Infant and Nursery Academy. It is important that the Academy has a consistent policy regarding the general running and organisation of the academy. General attitudes need to be well understood by all to create a happy, friendly and pleasant environment and atmosphere for all our children.

Whitchurch CE Infant & Nursery Academy welcomes children from all backgrounds, faiths, and those of no faith. The Governors of the Academy

are committed to developing an inclusive environment that reflects the diversity of the local community.

Applications to Nursery should be made via the academy office. The academy will keep a list of applications and will contact parents/ carers, during the term before a child is due to start in nursery, to offer a place, if availability allows.

Parents must accept or decline their place by the cut-off date indicated on the offer letter, to ensure that a place is reserved for their child.

Children may be admitted to nursery at the start of the term following their third birthday (see below for eligibility).

Additionally, we offer a small number of places for eligible two year olds. If children are eligible for 24U funding, they may be admitted from the term after their second birthday. Places for 2 year olds cannot be guaranteed as this is dependent upon space in the setting and staff ratio.

Admissions Criteria:

Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

After which places are allocated according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children

1 a) Looked after children (in the care of a local authority in England or being provided with accommodation by a local authority in England in the exercise of their social services functions) at the time of making an application to the academy and all previously looked after children who were looked after, but ceased to be so because they were immediately adopted (or became subject to a child arrangements order or special guardianship order).

1 b) Children who appear to the admission authority to have been in state care outside of England (accommodated by a public authority, a

religious organisation or any other provider of care whose sole purpose is to benefit society) and ceased to be in state care as a result of being adopted, subject to a child arrangements order, or special guardianship order.

2. Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the admission authority confirms that attending that particular school is essential to the medical well-being of the child. The Trust reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

3. Children living inside the designated catchment area will have next priority of admission. If there are not enough places for all the children in the catchment area, then the following criteria for admission will apply in order:
 - 3a. Priority will be given to children living within the catchment area who will have an older sibling at the Academy on the day they are due to start school.
 - 3b. After that, priority will be given to other children who live within the catchment area.

4. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
 - 4a. Children who will have an older sibling at the Academy on the day they are due to start nursery.
 - 4b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Notes:

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Fostered and adopted siblings are also included. Older siblings must be attending the Academy on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to

establish an 'in catchment area' address will not be given priority under the sibling criterion.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

Waiting List

The academy will maintain a waiting list for unsuccessful applicants until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list.

Please note that it is not permissible for the academy to guarantee a place in the Reception class as a result of a child attending the academy nursery. An application must be made for all children who wish to join the academy Reception class through the home local authority (Shropshire council for Shropshire residents) in accordance with the published timescales.

Attendance and entitlement

15 hours per week for 38 weeks over 2 ½ days (Monday, Tuesday, Wednesday morning or Wednesday afternoon, Thursday, Friday) for eligible 3 and 4 year olds, from the start of the term following their third birthday. The academy will apply for funding, however it is parent/carer responsibility to ensure that a termly funding form is returned to school, signed and dated. We cannot guarantee a continued place in nursery without this form.

You are entitled to the free place from the term following your child's third birthday:

Child's birthday falls between...	When your child can start in nursery...
1 January and 31 March	From the start of the summer term following their third birthday
1 April and 31 August	From the start of the autumn term following their third birthday
1 September and 31 December	From the start of the spring term following their third birthday

Or

30 hours per week for 38 weeks to spread over 5 days for eligible 3 and 4 year olds. Places are limited to a maximum of 39 children in total and will be offered on a first come first served basis, subject to the criteria above. However, the setting reserves the right to reduce the number of places in line with the setting's capacity to maintain ratios. Places will be confirmed only after parents provide a valid eligibility code before the start of the term that their child is due to start in nursery. It is the parent's responsibility to ensure that a termly eligibility check is carried out and the eligibility code is returned to school. School cannot offer a continued '30 hours' place without this. If employment circumstances change during term time, children will continue their extended entitlement for the grace period set out by Shropshire council. After this, entitlement will change to 15 hours.

Extended entitlement (30 hour) eligibility:

To be eligible, both parents must be working (or the sole parent is working in a lone parent family). Each parent/or lone parent needs to be earning on average:

- A weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Less than £100,000 per year

From September 2017, a child is entitled to the 30 hours' additional free childcare from the term after their third birthday, or from the term after their family becomes eligible. Parents need to check to see if they're eligible the term before the funding starts for the additional hours.

Child's birthday falls between...	When you can claim...
1 January and 31 March	From the start of the summer term following their third birthday
1 April and 31 August	From the start of the autumn term following their third birthday
1 September and 31 December	From the start of the spring term following their third birthday

Because your employment circumstances may change from time to time, you'll receive a prompt every three months from HMRC to reconfirm your details so that your eligibility can be re-assessed.

Or

15 hours per week for 38 weeks over 2 ½ days for eligible 2 year olds. Places available to 2 year olds will be limited to a maximum of 4 children per session, but the setting reserves the right to reduce the number of places in line with the setting's capacity to maintain ratios. 2 year olds must be eligible for "24U" funding. (See below)

24U funding

Is my child entitled to this free Early Years education?

If you can answer YES to one or more of the following questions your child will be eligible to

receive 15 hours of free Early Years education per week over 38 weeks of the year from the

beginning of the term after they turn two years old:

- has your child left care through special guardianship or an adoption or residence order?
- is the place for a child who is 'looked after' by a local council?
- do you receive income support?

- do you receive income-based jobseeker's allowance (JSA)?
- do you receive income-related employment and support allowance (ESA)?
- do you receive support through Part 6 of the Immigration and Asylum Act?
- do you receive the guaranteed element of state pension credits?
- do you receive child tax credits and have an annual income not exceeding £16,190?
- do you get working tax credits and earn no more than £16,190 a year?
- does your child have a current statement of special educational needs (SEN) or an education, health and care plan?
- does your child get disability living allowance?

Child's birthday falls between...	When you can claim...
1 January and 31 March	From the start of the summer term following their second birthday
1 April and 31 August	From the start of the autumn term following their second birthday
1 September and 31 December	From the start of the spring term following their second birthday