



December 2018

Nursery Admission Arrangements Policy 2020-21

With the agreement of the Governing Body of West Thurrock Academy, the Nursery admission policy of the school is stated below.

The Nursery is a 52 place Nursery based on 2 sessions per day: 26 children in the morning and 26 children in the afternoon. Children are entitled to 15 hours free education the term after their 3rd birthday. The Governors of the school will offer children a place in the Nursery in the September following their third birthday, according to the criteria for admission.

Applying for a Nursery Place

Applications will only be accepted if the child will have reached their third birthday by 31st August 2020.

Applications to the Nursery for September 2020 intake should be completed and **must be returned to the school by 13th January 2020**. Application forms are available at the school from Monday 4th November 2019. In order for the application form to be accepted, the following must also be supplied along with the application:

- ❖ Two utility bills or a utility bill and a bank statement with the parent/carers name and home address. These should be dated within the last three months and be original, postal letters. Photocopies of letters or print-outs from the internet will not be accepted.

- ❖ Original copies of the child's birth certificate.

Application forms will be date stamped on receipt.

Applications received after the closing date are treated as late applications. This means there will be far less chance of your child being offered a place at the Nursery.

Letters will be sent to parents notifying them of a Nursery place for their child on Monday 2nd March 2020.

Oversubscription Criteria

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied:

❖❖ Looked after children and previously looked after children

Looked after and previously looked after children will be considered to be:

- ❖❖ children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- ❖❖ children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

❖❖ Catchment area siblings

Children whose normal place of residence at the closing date for applications is in the catchment area of the school and who will have a sibling at the school at the point of application and admission. Those living closer to the school are given higher priority.

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❖❖ Non-catchment area siblings

Children whose normal place of residence at the closing date for applications is outside the catchment area of the school and who will have a sibling at the school

at the point of application and admission. Those living closer to the school are given higher priority.

❖ **Non-catchment area children**

Children whose normal place of residence at the closing date for applications is outside the catchment area of the school. Those living closer to the school are given higher priority.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at West Thurrock Academy provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Normal Place of Residence

A child's normal place of residence is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to a domestic or special arrangement. A child's normal place of residence is either owned by the child's parent, parents, or guardian or leased or rented to them under a lease or written rental agreement. The address must be the pupil's home address on the closing date for applications.

Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

Catchment Area

Details of the school's catchment area can be found on Thurrock Council's website: <https://www.thurrock.gov.uk/catchment-areas/school-catchment-areas> or on West Thurrock Academy's website.

Siblings

Sibling is defined as full siblings, step siblings, adopted siblings, half siblings and long-term foster siblings living at the same address at the date of application and admission.

Distance

Distance is measured by the shortest straight line distance from the front door of the home address to the main school gate. Addresses within the same block of flats will be regarded as a tie and resolved using the tie breaker.

Multiple Births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the school will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

Tie Breaker

In the event that two or more children have an address within the same apartment block or live the same distance from the school and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly to decide which child should be given the place.

Late Applications

Late applications will be considered after all other applications.

Decisions on Places

Decisions will be made by the Nursery Admissions Panel of the School's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Waiting List

Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. Each child on the waiting list will be ranked in line with the oversubscription criteria and places will be allocated in accordance with the oversubscription criteria.

Procedure for Admission to the Nursery

If your child is offered a place at the Nursery, you will be asked to provide original documentation to confirm your address, before the Nursery place is confirmed.

Before starting at the nursery, all parents will be offered a short visit to the nursery and a home visit. Parents will be given the opportunity to meet staff and to get to know about the school.

Initially, parents will be expected to stay in the nursery to support their child for an appropriate length of time.

Home Visits

All children who have accepted places will be visited at home by two members of the nursery staff, at a pre-arranged time in July or September.

It may be possible for children who join the Nursery at other points during the year to receive a pre-arranged home visit before they are due to start.

Leavers During the Year

If a child is withdrawn by their parents from the Nursery during the school year, parents must give the school a minimum of 4 weeks notice, if possible. The place of a child who has been withdrawn cannot be held open for a trial period and will be automatically made available to allocate to a child on the reserve list. If parents later wish their child to return to the Nursery then they will have to re-apply for a place on the reserve list and the application will be considered according to the criteria along with all the other applications, unless there are special circumstances. The fact that a child has previously attended the Nursery, or any other Nursery, will in no way influence the decision on being offered a place.

Any spare places will be allocated during the year, as they become available, providing that the child has already passed their third birthday.

Attendance and Loss of Nursery Place

Due to the great demand for a place at our Nursery, if attendance and punctuality is poor or erratic the nursery teacher will talk to the parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder.

If after a period of two weeks attendance and punctuality remain poor a letter will be sent to the parents inviting them to meet with the Headteacher.

If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

Transfer from Nursery into Reception

Attendance at West Thurrock Academy Nursery does not guarantee, or give any priority for admission into the Reception for the following year. This is a separate application process.

Although West Thurrock Academy is its own admissions authority, we commission Thurrock Council to manage the application process for Reception places. Therefore all parents and carers must be made aware that a place in the Nursery **does not** guarantee a place in the main school and that they must apply to Thurrock Council, School Admissions Team for a Reception place. Further details regarding how to apply for a Reception place can be found in the Reception section of this policy.

It is the parent's responsibility to register their child for a mainstream school place, to undertake statutory education. This information is available from Thurrock Council, School Admissions Team on 01375 390000 (main switchboard) or <https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place>.

The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition to their chosen or allocated school. Nursery staff will send on reports and other agreed records to the school admitting the child as appropriate.

Appeals

Decisions are final and there is no right of appeal.