



BLACKSHAW LANE PRIMARY & NURSERY SCHOOL

Blackshaw Lane, Heyside, Royton, Oldham OL2 6NT
Telephone: 0161 770 6711
www.blackshaw-lane.oldham.sch.uk

Headteacher: Mrs B O'Neill

ADMISSIONS FOR NURSERY POLICY NOVEMBER 2018

Overview

1. Responsibility for admissions to the nursery class

Responsibility for making decisions regarding admissions to the school's nursery class lies with the Headteacher and the Governors of the School. The Headteacher is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Headteacher and Governors of this school, is entirely in accordance with Local Authority guidance in this area.

2. Nursery Places

All three and four year old children are entitled to a free part time nursery education place. Currently that entitlement is for 15 hours a week from the start of the term after the child's third birthday.

Month of Birth	Starting Month
SEPTEMBER - DECEMBER	JANUARY (SPRING)
JANUARY - MARCH	APRIL (SUMMER)
APRIL - AUGUST	SEPTEMBER (AUTUMN)

We also support the government scheme of a further 15 hours free education entitlement for some children. This scheme is known as the 30 hours free childcare and is based on certain eligibility criteria. Parents must register on the HMRC website (<https://childcare-support.tax.service.gov.uk>) to find out if they qualify. Parents must then reapply 3 times over the course of the academic year by filling in a HMRC form (forms are held in the school office) in order to continue to receive either the universal 15 hours or 30 hours free childcare. **We cannot keep a place for a child where this form has not been filled in, as it is a HMRC requirement.**

Once eligible, subject to availability of a place, children can start at the beginning of any of the three school terms (Autumn, Spring and Summer).

Blackshaw Lane Primary and Nursery School offer a total of 26 places for each session and we run two sessions a day, 8:50-11:50 and 11:50-2:50, Monday to Friday term time only.

3. Allocation of nursery places

Our school nursery provides high quality, well planned education delivered by highly trained teachers and teaching assistants. The primary purpose of place in our school nursery is to provide nursery education. We are able to offer a mixture of part time and full time places to best suit the needs of the child. Parents will be asked to identify the preferred type of place on the application request. School will then allocate these places using the following sequence:

- a) Does placement offer the best learning opportunities the school can offer to the child?
- b) The placement does not cause the school a financial hardship.
- c) The placement best meets the needs of the parents and their requested child care needs.

4. Applying for a place in the nursery class

Parents must complete the Initial Enquiry for Nursery form which can be obtained from the school office. The school will then use this information and keep a list of names and addresses for pupils who have requested a place in the nursery class. This will be called the Nursery Waiting List.

It is important that you tell us of any medical needs or special educational needs at this time, in order for us to be able to plan support your child in the best possible way.

The length of time a child's name has been on the nursery waiting list will not give priority.

Starting Month	Deadline	Place offered by
Nursery children starting in September (Autumn term)	All application forms must be received by the 31 st May before	1 st week of June
Nursery children starting in January (Spring term)	All application forms must be received by the 31 st October before	1 st week of November
Nursery children starting in April (Summer term)	All application forms must be received by the 31 st January before	1 st week of February

The School will inform parents by letter whether it has been possible to allocate their child a place in the nursery class or not. To hold this place parents must confirm acceptance within one week of being offered the place. No reply may result in the place being withdrawn and removal from the waiting list. Late applications will be considered if places are available.

5. Criteria for admission to the nursery class

Admission to nursery class is based on the expression of parental preference. If there are more requests for places, than there are places available, the Headteacher will use the following criteria to decide admissions, in the order of priority shown:-

Criterion 1

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

Criterion 3

Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in Reception (see note (b) below).

Criterion 4

Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode (see note (c) below) and the schools postcode, measured electronically by GIS software within the admission database using Post Office data and Ordnance Survey data. The only address to be used for this purpose is the address of the adult with whom the child is permanently resident (d). An intention to change address cannot be considered until such a move has actually taken place (e).

Notes

- (a) Exceptional reasons for priority over other applicants – Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or social worker.
- (b) Siblings – The LA accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
- (c) Tie breaker – Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Postcode data. In the event of two or more children living equal distance from the school e.g. blocks of flats, the place will be decided by drawing lots, the name drawn will be offered.
- (d) Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, this cannot be considered as the address for the purpose of admission. An allocated place may be withdrawn if a false address is given or one where the child is not usually living when he/she is at school.
- (e) Proof must be available to substantiate the change of address and this will be accepted up until the latest reasonable date prior to the final allocation of places.

Waiting List

Once places have been allocated and where it is not possible to offer a child a place in the nursery class, the child's names will be added to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the school's published criteria for admission as set out above.

Right of Appeal

As nursery education is non-statutory, the school's decision will be final and there is no formal right of appeal to an Independent Appeal Panel in this area. However, the Headteacher would be happy to discuss any concerns that parents might have.

Poor attendance in the nursery will be monitored in school using the same guidelines as Pupil Welfare use for children in school. Low levels of attendance may result in a place being withdrawn. Please see our schools attendance policy, which is available on our website.

Parents are reminded that a place in the Nursery does not guarantee a place in the Reception Class. Please see Oldham Council website for the school admissions policy and procedure.