

Poppyfield Academy Nursery Admissions Policy.

Written: September 2018 By:

Review: 2019

Signature:

Poppyfield Academy is a one form primary school, for children aged 4 to 11 years old in Hednesford in Staffordshire Local Authority and is part of Victoria Academies Trust.

Victoria Academies is an established multi academy trust created on 1st January 2014. Led by our founder chief executive, Andrew Morrish, we continue to build a family of like-minded schools who share our passion for real, immersive and purposeful learning. As a result we have a proven track-record for transforming our schools. Our academies are currently situated in a number of local authorities across the West Midlands including Staffordshire, Birmingham, Sandwell, Walsall and Worcestershire. All of our schools are within a one-hour' drive of each other.

Our core purpose – our reason for being – is to make our people become the best they can be. We have an audacious and ambitious goal that drives all that we do: To be most known as a trust that transforms its academies into brilliant, pioneering schools that stand-out through innovation and social change.

Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand.

Nursery admission number and process

Poppyfield Nursery operates from the Early Years provision of Poppyfield Primary Academy.

The nursery currently has a capacity of 26 places for children during the academic year in which they turn four.

All 3 and 4 year olds are entitled to 15 hours of free Early Education Funding, (EEF), or if eligible, the 30 hours funding entitlement. At Poppyfield Nursery provision for rising three year olds is valid from the term after their third birthday if the Nursery has available spaces.

Subject to availability, Poppyfield Nursery can offer wrap around care 07.30 a.m. to 6 p.m. each weekday during term time only.

Our main intake is in September; however we will take children in January and April and throughout the year subject to the eligibility criteria and availability at that time.

Where a child has secured a place in our nursery the term after they turn 3 and this is in January or April (rising 3's), these children will then secure a place in our Nursery the following September with all available places after this being allocated subject to the eligibility criteria below.

Oversubscribed Criteria:

If the total number of applications for admission to the nursery setting exceeds the number of available places, then the following order of priority will be used to allocate the available places. For September intake, children should have had their 3rd birthday on or before 31st August of the year of admission:

1. Relevant Children in Care, including those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).
2. Children with a particular medical need which can best be met by our Nursery (these applications should be supported by a professional report)
3. Children who have an elder brother or sister in attendance at the school and who will still be attending the school at the time of the proposed admission date. (For admission purposes, a brother or sister is a child who lives at the main address provided and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the main address, whose parents live as partners.)
4. Children of staff in either or both of the following circumstances: a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other children will be arranged in order of priority, according to how near their home addresses are to the school determined by Google Walking Route Map.
6. 'Home-to-school distance' : defined/measured as a "straight-line measurement to the main gate of the school as calculated by the Local Authority's Geographical Information System".

Where it is not possible to accommodate all children applying for places within a particular category then we will allocate the available places in accordance with the next criteria.

For January or April intakes children must have had their 3rd birthday between the 1st September and the end of the term prior to that of admission: 1. The above criteria apply. 2. Places cannot be reserved for children and will be distributed subject to availability on the closing date for applications.

Applications:

The closing dates for all applications are as follows: The 31st March for a start date in September

The Friday before half term in October for a start date in January

The Friday before half term in February for a start date in April

Additional Notes

Attendance at the nursery will not guarantee admission to our Reception Class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time through their Home Local Authority. In accordance with legislation, children who have a statutory statement of special educational need or Education, Health and Care Plan that names the nursery will be admitted to our nursery setting. This may reduce the amount of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school. It has also recently been extended to include those previously determined as Looked After Children. (That is, children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).

The home address is considered to be the child's along with their parent/carers main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above. If places become available after the offer date they will be offered to the child at the top of the waiting list.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the governing bodies' complaints procedure.