



# Ladygrove Park Primary School

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## Nursery Class Admission Policy

The admission rules are shown below in descending order of priority:

0. In accordance with legal requirements, children who have an Education Health Care Plan that names the school in section I of an EHCP, will be admitted to that school.
1. Children who are looked after by a local authority within the meaning of Part 1 of the Children and Families Act 2014 at the time of their application and previously looked after children. The term “previously looked after children” refers only to 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. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010, Part 2.
3. Children of members of staff. In accordance with the Admissions Code of Practice, 2014, 1.39, the school defines ‘staff’ as full or part-time teaching members of staff with a minimum of 2 consecutive years working at the school, or a teacher recruited to fulfill a vacancy with a demonstrable skill shortage.
4. Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a. First priority in category 4 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 4(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
  - b. Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System
5. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
6. Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

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## Procedures for Admissions

### Measuring distances from home to school

Children who live closest to the school using the shortest designated route as defined by Google maps. Only publicly accessible routes are included in this measurement. No private land can be used as part of the route (except the distance from the front door of the house [seed point] directly to the public road/path and the distance from the public road to the school's front door. Public routes include: alleyways, public footpaths, bridleways. Public routes do not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "shortcuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the nearest open gate of the school first arrived at from the direction of travel from the seed point officially available for use by pupils for entry and exit to the school site at the start and end of the school day. The location of these gates includes the side gate on Avon Way, the front gate directly in front of the front door, the gate in front of the kitchens and the car park pathway gate.

The school will manually measure the distances above in any case where 2 or more houses have distances which are very similar- ie. Less than 10 metres.

The route is not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road. The school will not take other measurement systems in to account. This would constitute maladministration of the admissions process.

### Home Address Policy

Home Address: The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

### Changes of Address

Changes of address can be taken into account if proof of this change is provided (see below). To confirm your new address we need one of the following:

- \_ A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- \_ A copy of a tenancy agreement (if the property is to be rented); or
- \_ A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

### Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the school that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the school.

### Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (December 2014) published by the Department for Education:

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“[2.12] ..... Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”

### **Brothers and Sisters (siblings)**

For admissions purposes, a brother or sister is defined as one of the following: A brother or sister (both parents the same) living at the same home address; or A half- brother or half-sister (one parent the same) living at the same home address; or A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

Time of Entry: The admission rules give a high priority to those with a brother or sister attending the relevant school at the applicants “time of entry”. This means that in the normal admissions round there will be no sibling connection for admission purposes for those applicants for Nursery who have a brother or sister in Year 6 at a primary school.

### **Twins and Children from Multiple Births**

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will normally be offered a place at that school. This means that in these circumstances the Published Admission Number would be exceeded.

Random Allocation:

If the distance “tie break” produces an identical result for two or more applicants the school will use random allocation to determine who will be offered a place.

Admission to an older or younger age group:

Children considered for late transfer to primary school would almost certainly have a EHCP.

Discussion relating to late transfer would normally be initiated within an annual review of the child’s EHCP.

Any early admission of a child, for example admission to F1 when of F2 age, would require evidence of the need for such an action and the agreement of the LA. Early admissions of this kind are likely to be very uncommon.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

The Admissions Policy for the Nursery Class of Ladygrove Park Primary School complies with all relevant legislation including the Equal Opportunities Act and the Statutory Framework for the Early Years Foundation Stage.

### **Background Information**

All three and four year olds are entitled to 15 hours free early years education per week for 38 weeks per year at a registered provider. This entitlement commences from the term following their third birthday.

### **Admissions Authority**

The governors, who are responsible for admissions to this school, have agreed with Oxfordshire Education Authority to admit up to 26 pupils to the Nursery class. All applications will be treated equally, irrespective of ability or aptitude.

### **Attendance**

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Attendance will be for 5 sessions per week (every afternoon). The earliest date of entry is the start of the term during which the child turns 4, depending on numbers. Earlier admission cannot be considered.

### Applications

Applications for places in Ladygrove Park Primary's Nursery Class are made on a registration form available, along with the Foundation Stage Handbook, from the School Office. These may be submitted at any time after a child's second birthday. The order in which they are received does not affect the admissions procedure outlined below. Please ring school at any time if you wish to make an enquiry as to the progress of your application.

### Offers for Nursery Places

The Nursery Class takes children three times a year for Term 1 entry in September, Term 3 entry in January and Term 5 entry in April. Places are usually offered by the beginning of the term before their entry date. If an application is received after an admissions meeting for the next term's intake and the child is of nursery age then he/she will be added to the 'interest list' and ranked according to the admissions criteria and offered a place dependent upon a place being available once application offers already made have been accepted by dates specified.

Parents will be informed in writing regarding either an offered place, or if it has not been possible to offer a place, in the Nursery Class:

Starting Month	Notification of offer
September	June
January	October
April (Easter)	February

### Interest List

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list. Places will be allocated from the list as they become available during the term. The interest list must be ranked according to the admissions criteria and may change if late applications are added.

### Admission to the School

There is no automatic admission into the main school from the Nursery Class. At the appropriate time parents/carers will need to complete an Oxfordshire County Council application form and places in the school will be allocated according to the school's published Admission Policy. The criteria do not give any priority to children attending the Nursery Class.

### Appeals

As nursery school classes are subject to a legal staff ratio it is not possible to have a formal appeal procedure. Any appeal should be directed to the Headteacher and then to the School Governors, who have the ultimate decision regarding admissions to the school's Nursery Class. There is no statutory right of appeal.

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