

## Wells Hall Primary School (Nursery)

### Admissions Arrangements

<b>Date Approved</b>	
<b>Signed</b>	<b>(Chair of Governors)</b>
<b>Minuted</b>	
<b>Date of next review</b>	

#### **Introductory Statement**

Wells Hall Primary School is a nursery provider for ages three to four.

#### **Admission Number**

The school has a published admission number of 52 places in Nursery.

The School will accordingly admit sufficient pupils to fill these spaces each term, if there are sufficient applications. Where fewer applicants than the published admission number for the nursery are received, the school will offer places to all those that have applied.

#### **Procedures**

The school will decide its own admissions. Applications must be made using the nursery admission form which is available from Wells Hall Primary School. Completed forms will be accepted at the school.

#### **Oversubscription criteria**

Children aged three and four year who have an Education, Health and Care Plan which names the nursery will be offered places first.

#### **Children wanting five sessions a week**

We will list applicants wanting five sessions in date of birth order (oldest to youngest). We will then consider according to the following priorities:

- a) Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified.
- b) Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after)

- c) Siblings (children who are brothers or sisters of, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission.
- d) Other children in date of birth order (oldest to youngest).

### **Tie-break**

#### **Distance tie-breaker**

Under each of the oversubscription criteria above if there are more children applying than places available, places will be allocated in order according to the distance between the School and the child's permanent residence, with those living nearest being admitted first. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. When there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those home are located.

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, random allocation will be used. The random allocation process will be independently supervised.

### **Definitions of terms used**

#### **Siblings**

Siblings (children, who are brothers and sisters of, or who live as a family at the same address) of pupils who are already at the School or who have already been offered a place, and who will still be there at the time of admission.

#### **Permanent home address**

By "ordinarily resident" we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area so that you have a higher priority for a place at the school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the ordinarily resident address will be considered to the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

#### **Catchment area**

This is the area the school serves. We cannot guarantee your child a place at their catchment area school.

- Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps)

- If you live near to a boundary line on the map please check your address against the catchment area parish/village and street lists for towns at:  
[www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

### **Twins, triplets and other multiple births**

If the final place available at the school is offered to a twin, triplet or other multiple births and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s at the school. The law permits this even where this would mean that more than 30 pupils would be admitted to an infant class.

### **Waiting lists**

If you apply for a 'school place' at our nursery in the normal year of entry and you are refused, your child's name will automatically be placed on a waiting list for our school. Names are placed on the waiting list in the priority order set out in our oversubscription criteria (above).

The order of children does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of our school's catchment area. Written evidence of this will be required.