

## Ravenswood Community Primary School

### Admissions Policy

#### Admissions into Nursery

##### Entry into Nursery

Registration for a Nursery place takes place on or soon after a child's third birthday and is the responsibility of the child's parent/carer. However, all applications will be considered after the closing date of the end of April of the year in which a parent is seeking a place for their child. Outcomes of applications will be sent out by first class post/email in the first week back after the summer half term. Parents/carers will be asked to accept or decline the offer within 2 weeks of receiving the letter. The registration form can be completed from the school website or collected in person from the school office. No provision is made on the Registration Form for morning/afternoon session, as the school cannot guarantee a Nursery *place* let alone a particular session. However, a preference may be stated by the parents/carers and submitted in written form. Priority will be given to parents who are looking for 5 sessions a week.

It is the responsibility of the child's parents/carers to ensure that registration forms are completed and returned to the school swiftly. Forms returned after the closing date will be processed as late applications.

If a parent/carer completes a form more than one term in advance they will be requested to contact the school at the beginning of the term prior to the requested term of entry to ensure the number (and days) of sessions are still available. The parent(s)/carer(s) must then indicate if they are still interested in securing a place for their child in the forthcoming term, and the sessions required. The child will only be assured a place **at this time** for those sessions that are available.

##### **Oversubscription criteria:**

If there are more applications than places available the school will decide which children they will allocate places to, based upon the following criteria:

- Looked After Children and previously Looked After Children
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by the social care services) where our school nursery is identified as the preferred placement
- Children ordinarily resident in the catchment area with a sibling attending the school (1)
- Other children ordinarily resident in the catchment area (2)
- Children ordinarily resident outside of the catchment area in priority order of 1 and 2 above.
- Children of UK service personnel
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers

***Oversubscription criteria: supporting notes:***

**Previously Looked After children:**

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

**Siblings:**

Children who are brothers and sisters of, or who live as a family at the same address as 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. Priority will be given to those children who live within the catchment area who have siblings at the school and then, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

**Ordinarily Resident:**

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 being ordinarily resident if you rent or own a second home in our catchment area or if you use another address to give the impression that your child lives in our 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 a week, the address at which the child ordinarily resides will be considered to be 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 the application.

**Distance from the School:**

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school. This distance will be measured by a straight line from home to school, those living closest being given priority. Where two or more children live in a block of flats that distance will be deemed to be the same. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of a random ballot.

Exceptional medical circumstances (supported by medical evidence) may override the above.

**NB** Children aged three or four years old who have an Education, Health and Care plan which names our school nursery within the plan, must be offered a place. If you feel this may apply to your child please let the school know as soon as possible so that appropriate provision can be put in place to support your child's needs as soon as they come into the nursery.

**Waiting List:**

Any child who is not automatically allocated a place, due to oversubscription, will be placed on a waiting list. If a place becomes available it will be allocated on a first come first served basis.