

St John the Evangelist CE (VA) Primary School, Carterton
Governor's Admission Policy for the Nursery Class 2019-2020



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Governor's Admissions Policy for the Nursery Class 2019-2020

Reviewed By: Headteacher	Date: 13/11/2018
Authorised by: Full Governing Body (if applicable)	Date: 13/11/2018
Date for next Review: (or earlier should legislation require it)	Date: 13/11/2019

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Introduction

The nursery is part of the Early Years Foundation Stage (EYFS) at St John the Evangelist CE (VA) Primary School and children attend nursery for a part time place. The Nursery Class does not qualify a child for automatic entry into the Primary School. However, if accepted, they move into one of our reception classes when they attend school full time.

Nursery Sessions

The nursery is open for 2 sessions each day one morning and afternoon and up to 30 children can attend each session. Morning sessions are 8.45 -11.45am and afternoon sessions are 12.15 - 3.15pm. Children are offered either a morning or afternoon place.

A child is entitled to remain in a part-time place in the Nursery Class until the term after he/she becomes five. Children do not have a right to a full-time place in the nursery and the governors expect children to attend a reception class in the September of the school year in which they become five. (See main school admissions policy as there is a risk that a place in the main school could be lost due to late application.)

Admission for Nursery Year group

The Governor's Admission Committee consider all the Nursery admission requests and offer places according to the policy criteria. Parents will be notified at least a term ahead (in a 6-term year) of a place being available. Parents are asked to keep the school informed of any changes in circumstances which may affect their application for admission. Once a place has been offered and accepted the introduction to the nursery will start with an enrollment pack, a home visit, followed by the opportunity for some accompanied visits into the nursery.

Applications for a place in the Nursery

Children will generally start at the nursery class in the year they are 4 and remain there until they transfer into full time schooling. Children will be admitted in September 2019 if they are 3 on or before 31 August 2019 and 4 before 31 August 2020. If places are still available children will be admitted in January if they are 3 between 1 September 2019 and 31 December 2019 and in April if they were 3 between 1 January 2020 and the end of term before Easter 2020.

Admission Criteria

Children with Statements of Educational Need naming St John the Evangelist CE (VA) Primary School Nursery will always be admitted.

If the number of children seeking admission to the Nursery exceeds the admission number of 60 for the year group, then the Governing Body will apply the following criteria, listed in order of priority.

1. **Looked After Children:** Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. *See note 1 for definition.*
2. **Exceptional Medical or Social Needs:** Families who have exceptional medical or social needs that make it essential that their child attends St John the Evangelist CE (VA) Primary School Nursery rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 2) and admission is at the sole discretion of the Governing Body.

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3. **Catchment Area and Sibling in School:** Children with a normal home address (see note 3) in the nursery catchment area (see note 4) with a sibling (see note 5) on the roll of the main school in Reception Year or upwards at the time of application, or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the nursery.
4. **Catchment Area with no Sibling in School:** Children whose normal home address (see note 3) is in the School/Nursery catchment area (see note 4).
5. **Outside of Catchment Area with Sibling in School:** Children whose normal home address is outside the Nurseries catchment area (see note 4), and with a sibling (see note 5) on the roll of the main school in Reception Year or upwards and at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the nursery.
6. **Other children:** Other children - see also note 7 on multiple births.

Appeals

There is no statutory right of appeal but if parents are unhappy with the allocation they may appeal through the governors' complaints procedure.

Continued Interest List

In order to be placed on the continued interest list parents must register their child by completing a blue nursery application form near to the child's third birthday.

Birthdays between 1 September & 31 December should register from 1 September.

Birthdays between 1 January & 30 April should register from 1 January

Birthdays between 1 May & 31 August should register from 1 May

Clarification notes linked to the policy

1. By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
2. When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John the Evangelist CE (VA) Primary School. This supporting evidence must clearly demonstrate why the nursery is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another nursery. The person supplying the evidence should be a doctor,

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health visitor, social worker, etc. who is aware of your child's or your own case. The nursery reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

3. **Normal Home Address.** This must be where the parent of legal carer (see note 8) of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives to be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school/nursery week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place.

We will take in to consideration the following:

- any legal documentation confirming residence
- the pattern of residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by its parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax Bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or there is any doubt that the parents and child are not living at the address given on the application form, the nursery may seek further evidence. The school works hard to ensure that places are not obtained at the school/nursery on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the nursery is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the nursery has denied a place to a child with a stronger claim, the nursery will withdraw the offer of a place. The offer can also be withdrawn even after a child has started at the nursery.

With regard to a child's home address to where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parents address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

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If the parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

4. The nursery catchment area is defined as the area of housing development completed by 2011 on Shilton Park on the outskirts of Carterton (clearly defined on the West Oxfordshire Area Plan). A copy of the map is attached to this policy and is also held in the school office.
5. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school/nursery place is sought is living in the same family unit at the same address as that of the sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.
6. **Oversubscription:** In the event of oversubscription in any category then distance criteria will be applied. Proximity of the child's home to the nursery will be measured using the nearest public designated route as defined by LA Directorate for Children and Young People's Geographic Information System, with those living nearer being accorded the higher priority, and will serve to differentiate between children in criteria 3 onwards should the need arise. The reference point for the School/nursery is the main entrance doorway by the Office. If the child's normal home address is in a block of flats, the reference point for the child's normal home address measurement will be taken from the main entrance door to the flats. In the event that two distance measurements are identical, the school/nursery will use random allocation to decide which child should be offered a place. The process will be conducted by drawing lots in the presence of an independent witness appointed by the governing body. This person will not be currently associated with the school/nursery in any way.
7. **Multiple Births:** In cases where there is one place available, and the next child on the list is a twin, triplet etc., we would admit both twins (and all children in the case of other multiple births) even if this meant exceeding the agreed admission number of **60**.
8. **Parent:** "Parent" is defined in law (The Education Act 1996) as either:
any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or any person who has care of the child or young person
If you are in any doubt, please contact the school for advice.

Excepted Pupils: Excepted pupils are additional children admitted to an Infant Class and taking the number of pupils in the class above 30. They will have been admitted according to specific criteria. Further information is available from the School if required.

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All parents interested in making an application for a place at St John the Evangelist CE (VA) Primary School are encouraged to visit the school at Bluebell Way, Carterton. Please contact the school office on 01993 843124 to make an appointment with the Headteacher: Mark Smith, who will also provide more information if required.

Unanimously agreed by the Full Governing Body.

Nursery Application Form 2019 - 2020

Child's Surname:		Full Address: including Postcode	
Child's First name:		Telephone number:	
Child's Middle name:			
Child's Date of Birth:	Child's Gender:	Email address:	
Child's ethnic origin:	Child's first language:		Family Religion:
Parent/carer name 1: Mr/Mrs/Ms/Miss		Parent/carer name 2: Mr/Mrs/Ms/Miss	
Nursery or Pre-School attended:	Names and dates of birth of siblings:		
	1.		
	2.		
	3.		
	4.		
ADMISSION CRITERIA FACTORS			
CRITERIA 1	YES/NO	PLEASE REFER TO THE CRITERIA LISTED OVERLEAF	
CRITERIA 2	YES/NO		
CRITERIA 3	YES/NO		
CRITERIA 4*	YES/NO	A FULL COPY OF THE 2019 - 20 ADMISSIONS POLICY IS AVAILABLE TO READ ON OUR WEBSITE	
CRITERIA 5	YES/NO		
CRITERIA 6*	YES/NO		
Signature of parent/carer:	 Date	