**Nursery Admission Policy**

**Scholar Green Primary School**



Confirmation that thein respect of Scholar Green Primary School has been discussed and approved by the Governing Body.

Date: March 2020

Committee: Resources

Date for review: March 2023

**Please note that there is no automatic admission into the Reception Class for children attending the nursery class. Parents will need to re-apply for a place in reception when their child reaches statutory school age.**

Introduction

At Scholar Green Primary School, we seek to inspire, motivate and nurture our whole school community to try hard, work hard and achieve more.

We value each child as an individual and provide an effective learning environment which both supports and challenges every child to fulfil their potential. It is essential to us that parents and children selecting Scholar Green come to us with a clear idea of our ethos, our values and our expectations.

Application Procedure

Admissions are made to the Nursery classes at Scholar Green Primary School three times a year.

All applicants for a Nursery place are required to complete a Nursery Application Form which must be returned to the school by 30th April for a September admission, by 31st October for a January admission and by 30th January for an April admission.

Priorities for Applications

When allocating the available places in the nursery class, priority will be given to children who are due to start school in the following September. Applications for entry in September will then be ranked in the following order:

**First priority: Looked after and previously looked after children**

Looked after children and previously looked after children will be considered to be:

* children who are registered as being in the care of a local authority **or provided with accommodation by a local authority** in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made; and
* children who have previously been in the care of a local authority **or provided with accommodation by a local authority** in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a **child arrangements order** (in accordance with Section 8 of the Children Act 1989 **and as amended by the Children and Families Act 2014**) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

**Second priority: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child’s needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

**Third priority: Children who will have a sibling at Scholar Green Primary School at the time of the child’s admission**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling at Scholar Green Primary School at the time of the child’s admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September.

**Fourth priority: Children who live within the catchment area of the school**

The catchment area for the nursery class located at Scholar Green, will be the same as the published catchment area for admission to the main school.

**Fifth priority: Distance from the school**

If within any criteria there are more applicants than places, priority will be provided to those living closest to the school. This will be assessed by the nearness to the school measured in a straight line from the address point of the pupil’s house, as set by Ordnance Survey to the nearest official school gate for pupils to use. The child’s home address excludes any business, relative’s or child-minder’s address and must be the child’s normal place of residence. In the case of formal equal shared custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

Late applicants will only be considered after the applicants who met the deadline have been offered places. Unsuccessful applicants can ask for their child’s name to be placed on the school’s waiting list until a place becomes available.

Waiting List:

Children who are not offered places will have their details added to a reserve list. Children’s names are placed on reserve lists in strict order of the over subscription criteria, not according to the date of application. This list will be held until such time as the child is of statutory school age and expected to transfer to a Reception class. If a place becomes available, the nursery school will contact the parents of the child whose name is first on the reserve list. The nursery school will always consider high priority requests for any available place, according to the admissions criteria.

Partnership with Parents:

At Scholar Green, we recognise that it is only by working effectively in partnership with parents that we can help each child to be the very best they can be. Parents and their children are strongly encouraged to visit the school and meet the Headteacher before applying. This offers the family a chance to ensure that the aims, values and ethos of the school are suitable for their child.