

South Ossett Infant's Academy

Early Years Part-time Admissions Policy

The Governing Body is responsible for part-time admissions to the school's Early Years Foundation Stage.

The school has a 26 place nursery. This means that a maximum of 52 part-time children can be admitted, 26 per session. Children are usually admitted for either 5 mornings or 5 afternoons. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Headteacher.

PART-TIME ADMISSION DATES

A child can be admitted to early years' provision the term **after** their 3rd birthday. April born children will be admitted part-time in the following September and **not** after Easter regardless of when Easter falls. The part-time admission dates are:

Three Year Olds Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

PART-TIME ADMISSIONS CRITERIA

If we receive more applications than places available then children will be admitted in the following order:

- 1 Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- 2 Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- 3 Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;
- 4 Other children who live in the school's catchment area;
- 5 Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
- 6 Other children by age order (admitting eldest first).

Explanatory Notes

- Where any criterion category is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority will be given to Wakefield District children. If both children live in the Wakefield District then priority will be given to the child that lives nearest the school.

- Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.
- For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.
- Children in Public Care – this refers to children who are:
 - Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
 - Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
 - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

ALLOCATING PART-TIME PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carers must complete a Parent Application Form (PAF) before starting in the nursery (Lower Foundation Stage).

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above part-time admissions criteria.

Parents can express a preference for either a morning or an afternoon place. In the first instance it is the decision of the Governing Body to fill the morning sessions (26 places) before offering the afternoon sessions, as recent trends have evidenced a significant decrease in demand for and uptake of afternoon places.

For parents who are offered an afternoon place, there need to be 20 children on the waiting list for this session, with a confirmed uptake of at least 13 children before it becomes financially viable for us to run the session, as determined by the Governing Body in May 2018-19.

The school will allocate part-time places on the following dates for the following academic year:

Term child will take up Early Years Provision	Places will be allocated during
Autumn	<i>The week before that year's Easter Holiday</i>
Spring	<i>The first week in October</i>
Summer	<i>Mid January</i>

Any applications received after the specified date will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth and identity. Examples are a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the LA will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents are made aware that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.