



Admissions Policy 2021-22

Policy statement

The school policy is set out alongside Sunderland City Council's admissions policy for Nursery provision throughout the City. Discretionary elements, specific to the school are shown in bold print.

All admissions to Nursery education are determined by the Headteacher and the City Council when waiting lists exceed the admission number, according to the council's policy.

Under current legislation, the minimum national commitment to parents is a part time place for 5 half days per week in a Nursery school or class, with a ratio of 1 member of staff to 13 children for those who reach the age of four during the academic year of attendance.

This school works to a maximum ratio of 1–13 for education children, with a preferred ratio of 1:8 whenever possible, subject to funding restrictions and follows statutory Day Care Standards for the care of children:-

- **1 to 8 (up to 1:13) for 3 and 4 year olds in Nursery Education**
- **1 to 4 for 2-3 year olds**
- **1 to 3 for under twos.**

Our aim is to deliver a high quality education service and therefore children should be offered a minimum of five sessions of Nursery provision. This will usually take the form of a half day attendance on each day of the week.

Regular attendance patterns for 2,3,4 and 5 year olds accessing 15 hours free nursery:-

Term time only am sessions 5x mornings per week 8.45 – 11.45	Term time only pm sessions 5 x afternoons per week 12.45 – 3.45
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School has undertaken the offer of 30 hours Nursery provision for children of working parents and this offer has three options of attendance.

Term time only 5 x 6 hours per week 8.45 – 2.45

Priority of nursery school education places will be given to children who attain the age of four during the school year following their admission to Nursery in September.

If vacancies arise following September admissions, or there is a specific need for the child or the family, consideration may be given to entry following the child's third birthday.

This will be done at the discretion of the Headteacher. Normally admissions will occur in January and April.

Children can be registered at any Nursery school or nursery provision within their area but parents/carers have the right to express a preference to which nursery their child attends, if a place is available.

The offer of the place will be based on the address of the person with parental rights with whom the child normally lives. If a place is offered on the basis of an address later to be found to be incorrect, the Headteacher will withdraw the offer. It is for this reason that proof of address is required when registering a child for a nursery place.

If a Nursery school or class is over-subscribed, then the initial allocation of places is handled centrally by the Local Authority, with parents being requested to state their preference following certain criteria (See Appendix 1).

Priority places for children in need (definition in appendix 1) will be available in all Nursery Schools and classes. Some full time places may be available. Certain needs may only be catered for in small specialist provision in certain areas of the City.

Details of children in need will be recorded at registration and a preliminary assessment will be made by the Headteacher.

A decision as to where the child's needs would best be met will usually include support and advice from other agencies. That may be in an education nursery but it may not.

Some children in need will require more individual attention that cannot be available in all education nursery provision.

Up to 20% of places within each class group can be accessed by children in need or with special educational needs within Usworth Colliery Nursery School.

Places may be available throughout the year for emergency admissions of children of education age and whose needs can be met in the school, should a place be available.

Priority places within Meadow will be offered to those children entitled to funded two year old places, providing eligibility for funding is validated via the Provider Portal. Additional paid places for two year olds will be considered once all funded applications have been allocated a place.

School will adhere to a stringent deadline for applications for places. Applications for all termly places must be made by the Friday of the first week back at school after half term, places offered on the Monday of the second week by letter. Any applications made following the deadline will be entered on a waiting list, in accordance with admissions criteria.

Conditional allocation will take place across the City on a set date each year, usually around Easter, for September entry. School will process admission offers by November for January intake and March for summer intake.

Once a place has been accepted by a parent, the child's name will be removed from all other waiting lists across the City.

Unless the child has been assessed as being in need of a full time place, a parent may only accept one place for their child. Any parent holding two places will be asked to give one up.

If a child's parents / carers have eligibility for 30hours nursery education they can split the funding between two settings.

Usworth Colliery Nursery School will only accept term time placements under this arrangement over 5 days am or pm sessions.

If during the school's induction period, it is felt that the Nursery place is not appropriate for an individual child and/or detrimental to the other children in the Nursery; alternative arrangements may have to be considered and made in consultation with the Headteacher, SENCO and parent/carer.

If a child's sporadic attendance gives cause for concern, the Headteacher may consider withdrawing the place and offering it to the next child on the waiting list. However, sporadic attendance can also need to be investigated as child protection issues may be a consideration. The child's Health Visitor can assist in these matters as well as the Schools Admissions Team.

Requests to transfer from one Nursery to another, for reasons other than change of residence, will only be considered where a change in circumstances has occurred and the child may be considered to be in need.

Usworth Colliery Nursery School will contact and communicate with any other nursery and share pupil information as declared in the Privacy Notice.

Any disputes over the administration of the policy will be dealt with by the Together for Children Sunderland's complaints procedure.

Current admission numbers	120
Maximum pupils in main nursery during any session	60
Maximum pupils in each main nursery classes	30
Maximum pupils in Meadow Class	24



LOCAL AUTHORITY GUIDANCE ON PREFERENCE FOR NURSERY SCHOOL ADMISSION

Criteria for admission to maintained nursery schools and classes

Preferences are ranked according to the following criteria and places offered up to the admissions limit:

1. Children in Need – (see definition for this criteria overleaf)

Whilst every effort is made to meet parental preference in this category and the LA will strive to make facilities available it may not always be possible to provide a place at a given nursery school or class. The ability of the LA to meet parental preferences will depend upon a number of factors including the number of preferences expressed for an individual nursery school or class under this criterion and the ability of an individual nursery school or class to meet the individual needs of all those for whom preferences have been expressed.

2. A sibling attending the primary or infant school to which the nursery class is attached.

Definition of a sibling – an older brother/sister or older child that shares the same parent/carer and lives at the same address, who will be attending the preferred primary or infant school at the time of admission.

3. Proximity of the school to the child's home address or any registered childcare arrangements.

The definition of 'registered childcare' arrangements for admissions purposes is any childcare registered with the Childcare Units Children's Information Service (CIS). If the childcare used is not registered with the CIS, then the child will not qualify under criterion 3 above. The Admissions Team will check each application made under this category with CIS directly.

Within each of the above, places will be offered on the basis of distance from the home address to the recognised main entrance(s) of the school.

When places have been allocated up to the school's admission limit, outstanding preferences will be ranked according to the published criteria and a waiting list established. First preferences that have not been met will have priority over second and subsequent preferences on the waiting list.

When giving reasons preferences should give as much detail as possible, continuing on a separate sheet if necessary, to ensure that the preference is dealt with strictly in accordance with the Authority's policy on admissions.

Proof of any evidence must be provided (as outlined below) when submitting the form. It is the parent/carers responsibility to provide the requisite proof at the time of submitting a preference form. Failure to provide the proof at the time of registering a preference may affect the chances of being offered a place in the preferred nursery class or school.

A signature must be received on the preference form from the receiving officer to verify that the proof has been seen and a copy of this form must be retained as proof of registering a preference.

There is no statutory right of appeal on nursery admissions. Any dispute over the administration of the admissions policy will be dealt with by the Children's Services complaints procedure. A panel of senior LA Officers will deal with any disputes over criteria eligibility.

PLEASE NOTE THAT A PLACE AT A NURSERY CLASS DOES NOT GUARANTEE A PLACE IN THE SCHOOL'S RECEPTION CLASS.

The definition of 'Child in Need' for admissions purposes are:

1. Children with a Statement of SEN naming the nursery. The Local Authority's SEN Unit can verify this.
2. The Local Authority is currently formally assessing children whose special needs. The Local Authority's SEN Unit can verify this as above.
3. Children where there are recognised child protection concerns, i.e. the child has been abused or is likely to be abused or is likely to be abused and is therefore registered by Children's Services as being 'at risk'. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
4. Children whose parents ability to care for them is limited, e.g. the parent/carer is seriously ill; in hospital for long periods of time; has an identifiable mental health problem/significant learning difficulty/significant disability and this is restricting the child's development; or the family's wider circumstances are such that the child's development is restricted, e.g. homelessness. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
5. Children who are at risk of being prevented from achieving or maintaining a reasonable standard of health or development. This will be verified by the child having a named Social Worker who provides a written statement of support confirming the above.
6. Children where there are three or more children aged 3 or under in the immediate family. This will be verified from the child benefit allowance book.

7. A child who has a disability which significantly affects development, i.e. the parent is in receipt, for the child, of Disability Living Allowance at the intermediate rate.

REVIEW DATE	June 2021
RATIFIED BY GOVERNING BODY	July 2021
REVIEW DATE	Summer 2022