

ADMISSION POLICY FOR WHITEHOUSE PRIMARY SCHOOL NURSERY

Applications for nursery places should be made directly to the school before the end of January preceding admission in September. Offers of place will be made as soon as possible after this date.

The local authority is required to ensure that there is sufficient nursery provision within the borough for three year olds and four year olds, leading up to their statutory school starting age. In addition and in accordance with the Education Act 1996, children with a Statement of Special Educational Needs/Education Healthcare Plan are required to be admitted to the school named in the statement/EHC plan.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs are required to be admitted to the school named in the statement. **Thereafter the following oversubscription criteria will apply.**

Oversubscription criteria for the universal offer which all children are eligible for (15 hours per week)

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. See Note 1 below.
2. Pupils who have attended our Two Year Old Offer at Whitehouse Primary.
3. Pupils who live within the catchment area of the nursery. Pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2017 will be given priority.
4. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2017.
5. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

It should be noted that *universal offer* places in a nursery school or nursery class should be on a part- time basis (usually 5 mornings or 5 afternoon sessions per week) and this will be the maximum amount of funding allocated. One nursery session is based on three hours in length.

Full time places can only be agreed in exceptional circumstances and in agreement with the Head of Commissioning and Fair Access

NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An adoption order is an order made under section 46 of the Adoption and Children Act 2002

A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

30 hours of nursery provision

From September 2017, it is possible for working parents to be entitled to 15 *additional* funded hours; however this will be subject to eligibility criteria which apply at the time of the application. Parents will need to check their eligibility for additional provision. The criteria are:

- both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.
- Working will include employed and self-employed persons.
- Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate.
- This includes those parents on zero contract hours who meet the criteria.

Parents will therefore be eligible in the following circumstances:

- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed but one or both parents is temporarily away from the workplace on adoption leave;
- Both parents are employed but one or both parents are temporarily away from the workplace on statutory sick pay.

In addition, parents will be eligible where one parent is in receipt of benefits relating to caring responsibilities or a disability and the other parent is working. This will help these households to maintain one parent in employment or enable them to increase their hours of work whilst supporting the other parent with their own needs. This will apply in the following circumstances:

- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring;
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Whitehouse	The school will offer the universal 15 hours entitlement and will signpost parents to other local childcare settings in order that they can build their own childcare package.
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Waiting Lists

Where parents are refused a place schools will keep a waiting list of the names of applicants up to the start of the Autumn Term or ongoing. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery school/class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.