

## Great Heath Academy's Nursery Admissions Procedure

Great Heath Nursery offers 52 places to children aged 3 and 4 years.

The Nursery serves the children of Mildenhall and the surrounding villages including Beck Row, Icklingham, Lakenheath, Red Lodge, Tuddenham and West Row.

The Academy also has an Early Years Policy which should be read alongside

### 1. Introduction

- 1.1. Academy Transformation Trust is the admissions authority for its academies. The Board of Academy Transformation Trust has delegated to the Local Governing Body of the academy the decisions about which children to admit, within the parameters of this policy.
- 1.2. This policy relates to the School Admissions Code 2014, School Admission Appeals Code 2012, the Equality Act 2010 (also see our Equalities Policy), Human Rights Act 1998 and the School Standards Framework Act 1998 and any regulations thereunder.
- 1.3. All children whose statement of special educational needs or education health and care plan names the academy must be admitted (paragraph 1.6 of the School Admissions Code, December 2014). For information on our SEN local offer, visit the academy website.
- 1.4. Where fewer applications are received than the number of places available for a relevant age group (normal age that pupils are admitted to the academy) then all applicants will be offered a place.
- 1.5. Where there are more applications than places for a relevant age group then the oversubscription criteria shall be used to determine which children are offered a place.

### 2. How to apply

- 2.1. Parents and carers are able to apply for a Nursery place at our Academy, to start the term after a child turns 3.

- 2.2. If you are applying for a place at Great Heath Academy Nursery then you should use form PAE – ‘Application form for admission to a Nursery Class attached to an Academy’. This form can be provided by the office team at the Academy.
- 2.3. The Academy has 3 separate intakes each year: Autumn, Spring and Summer. The deadline for applications is:
- 30<sup>th</sup> June for a September start
  - 31<sup>st</sup> October for a January start and
  - 31<sup>st</sup> January for an April start
- 2.4. Applications received after the deadline will be treated as late applications. (See 2.7)
- 2.5. The application form will ask parents to request a 15 or 30 hour funded place.
- 2.6. If a parent wants to claim 30 hour funding then it is their responsibility to find out if they are eligible. Once they have done this they will need to provide the academy with the 11 digit code provided by the eligibility calculator. This can be found online at [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator). Codes will need to be verified by the Academy. (See Appendix 2).

## **2.7. Late Applications**

Applications will be considered in order of date received and will depend on availability.

If you are applying for a child’s place in our Nursery after the current term’s deadline (see 2.2) and your child is eligible (see 2.1) than applications will be considered for the session that has available places.

If your preferred session is not available during that term, your details will be added to a waiting list.

This waiting list will be reviewed at the beginning of each new term, offering parents the option to change their child’s sessions, from morning to afternoon or afternoon to morning.

The Academy will ensure children on the waiting list are offered their preferred session (subject to availability) before the next application process begins.

If you are applying for a child's place in our Nursery after the current term's deadline (see 2.2) and your child is eligible (see 2.1) but the number of children on roll is more than the initial PAN set out in 3.1, applications will be added to the following term's application process.

## **2.8. Exceptions to late Applications**

If the parent has applied for a place in the Academy Nursery during the Summer term and the child is due to start Reception, at Great Heath Academy in the Autumn term, the Principal/Head of School is able to review the application and offer a place with an immediate start.

If the family are new to the area serving Great Heath Academy and the application form confirms a child is eligible (see 2.2) then the Principal/Head of School can review the PAN and offer a place with an immediate start.

## **3. How many pupils will be admitted?**

- 3.1. Great Heath Academy's Published Admissions Number (PAN) for Nursery can change each term. The initial PAN is set to 52 in the Autumn term. It is subject to review as each new intake is considered.
- 3.2. The Nursery provides both 15 and 30 hours of funded childcare.
- 3.3. Parents using the 15 funded hours must split their childcare across either 5 mornings from 8.45 am until 11.45 am or 5 afternoon sessions from 12.30 pm until 3.30 pm.
- 3.4. Parents using 30 hours of funded childcare must split their childcare across 5 days, from 8.45 am until 11.45 am and continue from 12.30 pm until 3.30 pm. If children are using the 30 hour funded sessions, parents must pay for a lunch club to care for children over the 45 minute lunch period. Lunch club cannot be used as part of the 30 hour funded sessions.
- 3.5. Lunch club can be used by children who are receiving both 15 and 30 hour funded sessions. There is a charge of £3 per day, which must be paid in advance, at the beginning of each term. We cannot refund any money paid for lunch club. (See appendix 1)

- 3.6. The Nursery is able to offer a limited number of full time and part time places, as set out in the table below:

	September 2017 <u>AM</u>	September 2017 <u>PM</u>
15 hour places	<b>11</b>	<b>11</b>
30 hour places	<b>15</b>	
Total <u>PAN</u>	<b><u>52</u></b>	

- 3.7. When accepting a place at our Nursery you are confirming that your child will attend for 5 days a week on either a part or full time basis.
- 3.8. Attendance is closely monitored and it is the expectation that all sessions are attended unless your child is unwell.
- 3.9. If your child's attendance shows that they are not attending Nursery for 5 days a week then we have the right to review your child's place.
- 3.10. If the number of applications received for Nursery exceeds the admission number then the oversubscription criteria will be used to determine which pupils are allocated a place.
- 3.11. If the number of applications received for 30 hour funded sessions does not fill the allocated number then the Academy can offer more 15 hour funded places.

## 4. Oversubscription Criteria

- 4.1. If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority
- 4.2. Looked after children and all previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject

to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children's Act 1989.

- 4.3. Siblings; which for the purposes of this policy are defined as: children living permanently at the same address as a child attending the academy at the time of their admission.
- 4.4. Other children within catchment (street names listed in appendix 3) and living nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured 'as the crow flies' from the main entrance of the child's property address point to the academy's property address point on the site where the child will predominantly be based.
- 4.5. Other children out of catchment (street names not listed in appendix 3) and living nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured 'as the crow flies' from the main entrance of the child's property address point to the academy's property address point on the site where the child will predominantly be based.
- 4.6. Late applications will be considered once all places have been allocated to those who applied before the deadline. (See 2.2)
- 4.7. **Exceptions**  
Children who have a statement of Special Educational Needs or an Education, Health and Care plan which names the school must by law be offered a place at that school. (See paragraph 7).

## 5. Application of the Oversubscription Criteria

- 5.1. The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy records.
- 5.2. The address given on the application form will be used to assess the straight line distance between the child's property address point and the academy's property address point for the site where they will predominantly be based.

- 5.3. Where a child lives with parents that have shared responsibility for the child, the “address” shall be considered as the home which the child resides for the majority of the school week.
- 5.4. The unit postal address or quartering area address will be used as the “address” when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.
- 5.5. We will accept changes to the address up to the application deadline as detailed in 2.3.
- 5.6. If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

## When do I find out if my child has been offered a place?

- 5.7. The Academy will acknowledge receipt of your application form by letter. This letter will tell you which term your child’s funding can start. It will also tell you when you will find out if we are able to offer your child a place in the Nursery.
- 5.8. We will write to parents up to 2 weeks after your child’s application deadline. (See 2.3) This letter will confirm if a 15 hour or 30 hour funded place can be offered. If a 30 hour funded place has been offered the parent will need to generate their 11 digit eligibility code in order for the academy to fully process the funding. (See 2.5 and Appendix 2)
- 5.9. The letter will list a deadline for eligibility codes to be handed in to the Academy. (See Appendix 2) Eligibility codes handed in to the Academy after this deadline will not be able to be processed. We, therefore, reserve the right to review the child’s 30 hour place for that term.
- 5.10. The Academy will confirm how many funded hours the nursery can provide. The induction process will also be outlined and an invitation to join us at the ‘Nursery Welcome Meeting’.

- 5.11. Parents will need to inform the Academy if they wish to accept the place. They will also need to provide the Academy with a copy of their child's/children's birth certificate.
- 5.12. The academy is unable to comment on your application prior to the deadline dates.
- 5.13. If the number of 30 hour funded sessions have not all been allocated than the Academy is able to offer more 15 hour funded sessions after the application deadline.

## 6. What happens if I have not been allocated a place?

- 6.1. If your child has not been allocated a place in our Nursery then their application form will be added to the following term's application process. For example, if your child was eligible for a place in January but did not get offered a place then their application form will be reviewed again alongside applications for the April start. If the following term was oversubscribed again, the same oversubscription criteria would be applied. (See point 5)

## Appeals

- 6.2. There are no appeals for Nursery but letters of concern can be addressed to the Executive principal. (Please see the Academy Complaints procedure)

## 7. Exceptions

### ***Statements of Special Educational Needs and Education Health and Care Plans***

- 7.1 All children whose statement of special educational needs or education health and care plan names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

## Appendix 1 – Lunch Club

- 1.1. Lunch club runs from 11.45 am until 12.30 pm.
- 1.2. Children who are claiming both 15 and 30 hour funded places can use lunch club. Priority will be given to those children who have a 30 hour place as they will be using the lunch club every day.
- 1.3. Children, who are part time, using their 15 funded hours, can be flexible with how they use lunch club and must arrange this with the lunch club leader.
- 1.4. Lunch club places are currently limited to 24. This is subject to review at any time.
- 1.5. If there are more children wanting a lunch club place than places available, we will have a waiting list. The lunch club leader will inform parents when new spaces become available.
- 1.6. Lunch club costs £3.00 per session. Lunch club fees must be paid in advance, for all funded places, through the Academy office.
- 1.7. Children bring their own lunchbox – the Academy does not supply a dinner.
- 1.8. All lunch club money must be paid by the end of the first week of the half term your child is claiming for.
- 1.9. Refunds for lunch club will not be made in event of sickness.
- 1.10. One lunch club session a week will be offered to children receiving Early Years Pupil Premium (EYPP-Please see Pupil Premium policy), free of charge. This free session will be offered to children who have had their EYPP code verified and will be offered on a first come, first served basis. If a parent's circumstances change and they are no longer entitled to claim for EYPP than the Academy will withdraw the free lunch club session.
- 1.11. Parents have the option to take home their child for lunch.



## Appendix 2 – Parental Consent Form

TO BE COMPLETED BY THE PARENT/CARER	
<b>Name of Childcare Provider:</b>	
<b>Parents Surname:</b>	
<b>Parent's National Insurance Number:</b>	
<b>Child's Date of Birth:</b>	
<b>30 Hours Eligibility Code from HMRC: (11 Digits)</b>	
<b>DECLARATION OF THE PARENT/CARER:</b>	
<p>I give consent for the Childcare Provider stated above to validate my eligibility code for 30 hours free childcare.</p> <p>I understand that the Childcare Provider will share the information above with Suffolk County Council to verify my code, either by email or by the Provider Portal linked to the Local Authority system.</p>	
<b>Signature of Parent/Carer:</b>	
<b>Date:</b>	

TO BE COMPLETED BY THE CHILDCARE PROVIDER AFTER VALIDATING THE CODE	
<b>Valid Code? (Yes / No)</b>	
<b>Full Name of Staff Member Who Validated Code:</b>	
<b>Date Code Validated:</b>	

## Appendix 3 – Street Names within Great Heath’s Catchment

Street Name
Blooms Court
Brandon Road
Brent Close
Brick Kiln Road
Bridge Farm Close
Bury Road
Cavendish Close
Chestnut Close
Clare Close
College Heath Road
Conifer Close
Cypress Close
Downing Close
Emmanuel Close
Evergreen Way
Fir Tree Court
Forest Way
Girton Close
Gonville Close
Grebe Close
Hazel Close
Heath Road
Heathland Way
Hornbeam Road
Juniper Way
Kingfisher Way
Kings Close
Laburnum Ave.,
Lapwing Court
Lark Road
Lime Close
Martin Close
Mulberry Close
Newnham Close
Nightingale Close
Nursery Close
Peterhouse Close
Pine Tree Ave.,
Raven Close
Robin Close
Rowan Walk
Sandacre Close
Sanderling Close
Selwyn Close
St Catherine's Close
St. Helena Walk
St. John's Close
Thetford Road
Turnstone Close
Woodlands Way
Worlington Road
Wren Close
Yew Tree Close