

Hill View Academy Nursery Admissions Policy



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LGB	Approved
SLT Member Responsible	Kate Eastwood
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Hill View Academy Nursery Admissions Policy

Hill View Academy aims to provide a nursery experience for children that is high quality and supports a smooth transition into primary school.

The Governing Body is the Admission Authority and is responsible for setting the school/setting's Admission Policy.

The policy is written to ensure fairness and equality for all those intending to begin their education at Hill View Academy.

The nursery sessions run 'term time only' and run as follows:

Morning sessions	8.50am – 11.50am
Afternoon sessions	12.20pm – 3.20pm
2 ½ day session; First half of the week	Monday 8.50am – 3.20pm Tuesday 8.50am – 3.20pm Wednesday 8.50am – 11.50am
2 ½ day session; Second half of the week	Wednesday 12.20pm – 3.20pm Thursday 8.50am – 3.20pm Friday 8.50am – 3.20pm

Eligibility

All children are entitled to an early education place the term following their 3rd birthday and the Local Authority's policy is that they transfer to full-time schooling during the academic year of their 5th birthday (see admission dates) although full time schooling is not compulsory until the term after a child is 5.

From September 2017, eligible 3 and 4 year olds are also able to access the extended entitlement to an additional 15 hours a week for working parents.

Application timetable

According to local guidelines, a child is deemed to be of nursery-age, entitled to universal 15 hours nursery funding, from the beginning of the term following their third birthday.

Parents may register their interest in a place at Hill View Academy at any time during the year. Parents can do this by contacting the school office to complete an application form as well as providing proof of ID and the child's birth certificate.

Formal applications for Nursery must be made prior to the term start dates as follows:

Period in which 2nd, 3rd and 4th birthday falls	Dates of birth	Point of admission
Spring	1st January – 31st March	Summer
Summer	1st April – 31st August	Autumn
Autumn	1st September – 31st December	Spring

Children born in April must be admitted in the following September and not after Easter regardless of when Easter falls.

Confirmation of place offers will be given to families over the telephone by the following deadlines;

- For places in the spring term 2020 – November 2019
- For places in the summer term 2020 – March 2020
- For places in the autumn term 2020 – July 2020

Where places are remaining, later admissions are possible up to the agreed admission limit.

Information required by parents to secure an application

Parents must provide evidence to verify a child's date of birth and identity. Examples are: a birth certificate or passport.

Parents should also provide valid proof that the address given for the child is the address at which they are ordinarily resident (the home address for each child is the permanent address of the parents/carers and their child. That is taken to be the address of the parent/carer who receives child benefit for the child, and is assumed to be the address where the child spends the majority of the time, even if he or she lives at a different address for some days of the week).

Parents should sign the application form stating all the information provided is correct and that they are aware all information given is audited regularly

Parents are also requested to provide details of their own surname, date of birth of birth and National Insurance or NASS (National Asylum Support Service) number, in order for the Local Authority to be able to check for a child's eligibility for Early Years Pupil Premium (EYPP). More information is available at <https://www.kirklees.gov.uk/beta/working-with-children/pdf/childcare-providers/early-years-pupil-funding-for-3-and-4-year-olds.pdf>

Over-subscription

Where there are more children than places available, the following criteria will come into place:

1. Children under statutory assessment of their Education, Health and Care Needs or with an Education, Health and Care Plan (which names the school);
2. Children in Public Care (Children who are Looked After), including those who have been adopted or who are subject to a residence order, a special guardianship order; or a child arrangements order.
3. Children who have a sibling attending the school at the time of admission (Siblings are defined as children with brothers or sisters (including half/step-brothers or sisters) permanently resident in the same household, in attendance at the same school or a school on the same site, on the date of admission);
4. Other children.

If there is over subscription in any category, then children should be admitted in the order of proximity of the pupil's permanent home to school. Distance should be calculated using a straight line measurement from the pupil's home to the closest designated school gate. Distances should be calculated using the Local Authority's GIS (Geographical Information System). No other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point from which distance measurements will be made. Parents/carers must inform the school immediately of any change of circumstances that may affect their application (for example, a change of address.)

Reserve list

In circumstances where more applications are received than places available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and then by date of application.

If a place becomes available, the nursery will contact the parents of the child at the top of the list.

The reserve list should not be considered a "waiting list"; if a request is made by a parent whose child has higher priority according to the admission criteria, other children will be moved down the list.

Withdrawing offers of nursery places

Once an offer has been made, the following circumstances may mean we withdraw the offer:

- Offers made on the basis of fraudulent applications.
- Offers made on the basis of intentionally misleading applications.
- Where a parent has not responded to an offer within a reasonable time.
- Where a child is in receipt of more than their entitlement of nursery education.
- Where a family registers their child at two maintained settings.
- Where a child fails to take up their place up to 2 weeks after the agreed start date.

Refusal of admission

A child may be refused admission if:

- The nursery has reached the admissions limit.
- The child is not of the appropriate age.

Appeals

If a child is refused a nursery place, then the parent/carer may appeal to a committee of Governors. Governors should adhere to the Statutory Framework for the Early Years Foundation Stage 2017 (and subsequent revisions) and they cannot admit children over their designated capacity. Therefore, the only grounds for upholding an appeal should be where a parent demonstrates that an error has been made by the school when processing an application that may have resulted in a place being offered to another child.

Settling in

We will work with parents to settle their child into the nursery setting. To support this, we will carry out home visits, invite children and their parent/carer to stay and play and develop individual plans where necessary. The settling in period should be completed by the end of the first half-term.

Admission to Reception

Admission to our nursery does not guarantee an automatic place in Reception at Hill View Academy. A child's attendance at a Local Authority nursery is not taken into consideration in the allocation of places in the reception year. Parents of children in nursery must complete an online application via the Calderdale Citizens' Portal in order to request a full-time place in Reception class at Hill View Academy. More information on the admissions process is available at

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>