



# NURSERY ADMISSIONS POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary Academy offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was reviewed in the Spring Term 2018 and updated in the Summer Term 2018.

To be reviewed again in the Spring Term 2019

# **ALDERMAN COGAN'S CE PRIMARY ACADEMY**

## **NURSERY ADMISSIONS POLICY**

### **AIMS**

Our aims are:

- To ensure access and entitlement to the benefits of high quality child centred nursery education on a fair and equitable basis.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To ensure, as far as possible, that all children who gain a place will fully benefit from nursery education and so we will make the very best of our resources.
- To provide high quality child centred nursery education to children and families in our local community.

### **INTRODUCTION**

The school is responsible for admissions to our nursery class (Foundation 1) and this policy will be used to determine admissions. As parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions the school governors have adopted a clear set of admissions criteria upon which admission decisions can be made. This allows fair and impartial decisions to be made.

### **PROVISION**

The Governors of Alderman Cogan's CE Primary Academy have agreed that our nursery should be a 26 place setting. Places at our nursery are generally for 15 hours of the early education entitlement to ensure that the maximum number of children are given the opportunity to access school provision.

We have a limited number of flexible places. These places are subject to availability. If children attend for full days it is highly recommended that they have a school lunch.

Alderman Cogan's also has a limited number of extended early years education places, allocated on a first-come-first-served basis. Once the extended places are allocated the school will signpost parents of children who are entitled to 30-hours early education funding to other local providers for the additional 15 hours; this has worked well for our families in the past.

Nurseries do not have catchment areas in the same way as schools, so once places are full, the school will signposts parents to other providers.

### **AT WHAT AGE CAN MY CHILD START NURSERY?**

A child can be considered for a place in the nursery class from the start of the term following their third birthday. A nursery place will normally be for the three terms prior to entry into Reception (Foundation 2) however, if places are available Autumn Term birthday children may have up to five terms prior to entry into Foundation 2.

## HOW DO I APPLY FOR A PLACE FOR MY CHILD?

If you would like your child to attend the school nursery, you must complete an expression of interest form and send or bring it to this school. You can apply for admission any time from the day the application process opens at the start of the school year (September) preceding the year your child will start in the Nursery.

Application forms are available for collection from the school, via email [admin@ac.ebor.academy](mailto:admin@ac.ebor.academy) or they can be downloaded from our school website [www.aldermancogan.ebor.academy](http://www.aldermancogan.ebor.academy). The application process closes at the end of December for the following September. Applications received after this time will be considered at the end of the process.

## HOW ARE PLACES ALLOCATED?

We operate an equal preference allocation scheme. This means that all applications are considered together. Applications are ranked in accordance with the admissions criteria. Once the applications are prioritised and compared to the number of places available it is possible to determine who will be offered a place.

Early registration of interest will not guarantee a place in the nursery. **If a child gets a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school.** Equally, there are children who require a school place who have not attended our nursery due to parental preference.

When allocating flexible places the priority will be given to:

1. Children whose parents are undertaking formal educational training.
2. Children whose parents are employed.

Parents and carers **MUST** respond to the offer of a place by the closing date stipulated or the offer may be withdrawn.

A 15 hour funded place is guaranteed until the end of the academic year. Any other arrangement will be reviewed termly.

## ADMISSION CRITERIA

Where there are more applications for admission than the planned admission number (52 part-time places) the Governing Body's Admission Committee will apply the following criteria in strict order of priority:

1. Looked after children and previously looked after children where the school is named as a preference. A "looked after child" is a child who is a) in the care of a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school. A "previously looked after child" is a child who was looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children with special medical or social circumstances affecting the child where these needs can best be met at this school. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional which says that it is essential for the child to go to this school and no other.
3. Children with brothers or sisters attending the school at the expected date of admission. *(Please see Footnote 1.)*

4. Children of families in regular attendance at St. Aidan's Church. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnote 2.)*
5. Children of families in regular attendance at any other Christian place of worship. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnote 3.)*
6. Children from families attending any other place of worship according to any other major faith. (A supporting letter from the Minister of Religion must be submitted with the application.) *(Please see Footnote 4.)*
7. Geographical, with priority given to those whose place of residence is nearest the school (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the city).

#### Footnotes:

##### Footnote 1

*Siblings include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.*

##### Footnote 2

*Regular Attendance – is considered to be twice a month for a period of at least a year.*

##### Footnote 3

*A Christian place of worship is one that is a member of "Churches Together in England".*

#### Churches Together in England

<i>The Baptist Union of Great Britain</i>	<i>Methodist Church</i>
<i>Cherubim and Seraphim Council of Churches</i>	<i>Moravian Church</i>
<i>Church of England</i>	<i>New Testament Assembly</i>
<i>Church of Scotland</i>	<i>Religious Society of Friends</i>
<i>Congregational Federation</i>	<i>Roman Catholic Church</i>
<i>Council of African and Afro-Caribbean Churches</i>	<i>Russian Orthodox Church</i>
<i>Council of Oriental Orthodox Christian Churches</i>	<i>Salvation Army</i>
<i>Free Churches Council</i>	<i>United Reform Church</i>
<i>Greek Orthodox Church</i>	<i>Wesleyan Holiness Church</i>
<i>Independent Methodist Churches</i>	<i>Ichthus Christian Fellowship</i>
<i>Joint Council for Anglo-Caribbean Churches</i>	<i>International Ministerial Council of Great Britain</i>
<i>Lutheran Council of Great Britain</i>	

##### Footnote 4

*Major faiths being Judaism, Sikhism, Hinduism, Buddhism and Muslim.*

## Place of Residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the nursery.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

## Late Applications

Late applications will be considered by the Headteacher once all other applications have been dealt with according to the admission criteria above.

## **Waiting List**

1. Names of children will automatically be placed on the waiting list for the nursery when the child has been refused admission.
2. The waiting list will be established on the offer day.
3. The waiting list is determined according to the Governing Body's priority of admission criteria.
4. Following the offer day, should an application be received for the nursery where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

## **False Information**

1. Where the Governing Body has made an offer of a place at the nursery on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the nursery on a basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time the child has been at the nursery.