



**Whitchurch CE Infant and Nursery  
Academy  
Nursery Admissions  
Implementation Date September 2021  
Review Date July 2023**

Whitchurch CE Infant & Nursery Academy welcomes children from all backgrounds, faiths, and those of no faith. The Governors of the Academy are committed to developing an inclusive school that reflects the diversity of the local community.

As well as being an inclusive academy, as a Church of England school we have a distinctive ethos and character that reflects the teaching of the Bible and Christian values. All parents applying for a place at our Church of England Academy are asked to respect this ethos and its importance to the school community. It is hoped that all children who attend our Church of England Academy will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the right of parents who are not Christian to apply for a place. Indeed, through our commitment to inclusivity, families from other faiths and no faith are warmly welcomed.

Applications to Nursery should be made via the Academy office. The Academy will keep a list of applications and will contact parents/ carers, during the term before a child is due to start in nursery, to offer a place, if availability allows.

Parents must accept or decline their place by the cut-off date indicated on the offer letter, to ensure that a place is reserved for their child.

Children may be admitted to nursery at the start of the term following their third birthday (see below for eligibility).

### **Admissions Criteria:**

Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan (EHCP) are dealt with by a separate procedure. These children will be admitted to the Academy if our school is named on the statement/EHCP. This is a statutory entitlement under S.324 of the Education Act 1996.

After which places are allocated according to an agreed set of criteria in strict order of priority as shown below.

#### 1. Looked After Children

'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority Whitchurch CE Infant & Nursery

Academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the admission authority confirms that attending that particular school is essential to the medical well-being of the child. The Trust reserves the right to contact medical professionals to ascertain the relevance of the medical condition.
3. Children living inside the designated catchment area will have next priority of admission. If there are not enough places for all the children in the catchment area, then the following criteria for admission will apply in order:
  - 3a. Priority will be given to children living within the catchment area who will have an older sibling at either the Infant or Junior Academy within the Whitchurch C E Federation on the day they are due to start nursery.
  - 3b. After that, priority will be given to other children who live within the catchment area.
4. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
  - 4a. Children who will have an older sibling at either the Infant or Junior Academy on the day they are due to start nursery.
  - 4b. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

**Notes:**

*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 (see the definition in Section 22(1) of the Children Act 1989).*

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

A sibling connection is defined as a brother or sister, step-brother or stepsister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Fostered and adopted siblings are also included. Older siblings must be attending the Infant or Junior Academy on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

If a child lives with parents with shared responsibilities, each for part of the week, the 'home address' will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

### **Waiting List**

The academy will maintain a waiting list for unsuccessful applicants until the end of each academic year. Applications for inclusion on this Waiting List must be made directly to the Academy. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list.

Please note that it is not permissible for the academy to guarantee a place in the Reception class as a result of a child attending the academy nursery. An application must be made for all children who wish to join the academy Reception class through the home local authority (Shropshire council for Shropshire residents) in accordance with the published timescales.

### Attendance and entitlement

**15 hours per week for 38 weeks over 2 ½ days (Monday, Tuesday, Wednesday morning or Wednesday afternoon, Thursday, Friday) for eligible 3 and 4 year olds, from the start of the term following their third birthday.** The academy will apply for funding, however it is parent/carer responsibility to ensure that a termly funding form is returned to school, signed and dated. We cannot guarantee a continued place in nursery without this form.

You are entitled to the free place from the term following your child's third birthday:

Child's birthday falls between...

When your child can start in nursery...

1 January and 31 March

From the start of the summer term following their third birthday

1 April and 31 August

From the start of the autumn term following their third birthday

1 September and 31 December

From the start of the spring term following their third birthday

Or

**30 hours per week for 38 weeks to spread over 5 days for eligible 3 and 4 year olds.** Places are limited to a **maximum of 39 children** in total and will be offered on a first come first served basis, subject to the criteria above. However, the setting reserves the right to reduce the number of places in line with the setting's capacity to maintain ratios. Places will be confirmed only

after parents provide a valid eligibility code before the start of the term that their child is due to start in nursery. It is the parent's responsibility to ensure that a termly eligibility check is carried out and the eligibility code is returned to school. School cannot offer a continued '30 hours' place without this. If employment circumstances change during term time, children will continue their extended entitlement for the grace period set out by Shropshire council. After this, entitlement will change to 15 hours.

**Extended entitlement (30 hour) eligibility:**

To be eligible, both parents must be working (or the sole parent is working in a lone parent family). Each parent/or lone parent needs to be earning on average:

- A weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW)
- Less than £100,000 per year

From September 2017, a child is entitled to the 30 hours' additional free childcare from the term after their third birthday, or from the term after their family becomes eligible. Parents need to check to see if they're eligible the term before the funding starts for the additional hours.

Child's birthday falls  
between...

When you can claim...

1 January and 31 March

From the start of the summer  
term following their third birthday

1 April and 31 August

From the start of the autumn  
term following their third birthday

1 September and 31  
December

From the start of the spring term  
following their third birthday

Because your employment circumstances may change from time to time, you'll receive a prompt every three months from HMRC to reconfirm your details so that your eligibility can be re-assessed.

### **Review**

This policy will be reviewed every two years or in the event of any changes to Government funding or eligibility criteria.