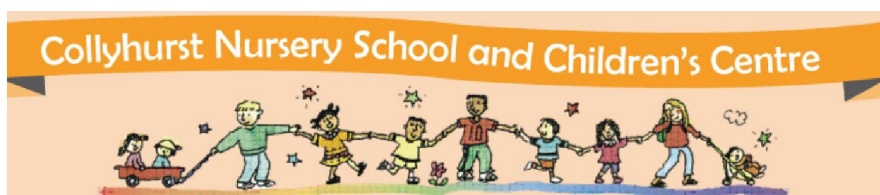


# COLLYHURST NURSERY SCHOOL AND CHILDREN'S CENTRE

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## Nursery admissions policy



Enjoy, learn and achieve, together we will succeed

## Revision Information

<b>This document has been approved for operation within</b>	Collyhurst Nursery School and Children’s Centres
<b>Date of last review</b>	November 2024
<b>Date of next review</b>	November 2025
<b>Review Period</b>	Annually
<b>Approval Status</b>	Approved
<b>Date of Approval</b>	DECEMBER 2024
<b>Person Responsible for Policy</b>	Headteacher
<b>Owner</b>	Local Governing Body: Collyhurst Nursery School and Children’s Centres
<b>Signature of Approval</b>	<i>ELIZABETH HADDOCK – CHAIR OF GOVERNORS</i>
<b>13/11/24</b>	<b>No changes made to policy</b>

# Nursery admissions policy

Collyhurst Nursery School

2024-2025

Approved by:

[Name]

Date: [Date]

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November 2024

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November 2025

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### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the children who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an maintained nursery school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

The maximum number of children in Collyhurst's nursery is 71, but this is dependent on the number of deployable staff, and determined by the EYFS legal ratios.

A waiting list for nursery places is held in the school up to 3 years before the intended year of starting. This means that parents can sign-up for a nursery place from the child's birth.

Offers of places are made in the summer term before children start in the September. At this point, parents are asked to complete an in-depth admission form.

Please note, children attending CNS nursery will not transfer automatically into any school reception. A separate application must be made for a place.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. These are considered on a case by case basis, but as a general rule are strongly discouraged.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' views
- › Information about the child's academic, social and emotional development
- › Where relevant, their medical history and the views of a medical professional
- › Whether they have previously been educated out of their normal age group
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The nursery has an agreed admission number of 71 children.

CNS currently operates a continual, all year round intake.

## 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated, where the school is an appropriate placement which can meet the needs of the child.

If the nursery is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines medical need as having a diagnosed chronic condition, and/or EHCP. The school requires medical evidence as supporting evidence if you are making an application on the basis of social or medical need. A social need may be a diagnosed SEMH condition, or being the sibling of a child who attends school with an EHCP. In the cases of children with EHCPs, a consultation is conducted in which the school considers the provision and how/if it can meet the needs of the children.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

## 6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Teignmouth Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified, and involves drawing names from an envelope.

## 6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the nursery, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the children on the

waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[admin@collyhurst.manchester.sch.uk](mailto:admin@collyhurst.manchester.sch.uk)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admin@collyhurst.manchester.sch.uk](mailto:admin@collyhurst.manchester.sch.uk)

You can find details of the school's appeals timetable on the school website.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the local governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.