



The Northumberland Church of England Academy

Admissions Procedure for Nursery Children

Introduction

Admission into the Nursery provision of the Academy is direct to the Academy.

Admission to The Centre for Complex Learning Difficulties is by relevant statement of educational needs.

Nursery Admissions

Parents must complete a Nursery admission form (Appendix A) and return it to either the campus or the Academy Registrar at the Robert Stephenson Campus.

A child cannot be considered for admission until the term following his/her third birthday, and a place will often not be available until the September following his/her third birthday. If possible the child will be admitted into Nursery the term after they are three years old, with the cut off dates of 31st August, 31st December and 31st March.

Parents will be able to express a preference about the primary campus they wish their child to attend, however, if oversubscribed; the usual criteria will be applied. Any parents who do not receive the campus preference will be offered a place at another campus or they can opt to wait until the next intake.

The information is passed to the Principal Director Primary for consideration. If the child meets the admissions criteria then the child is allocated to a campus and the Executive Director is informed of the decision to accept the child.

Once the decision to accept the child has been made then the Academy Registrar and the Director of EYFS is informed. The Director of EYFS will arrange for the child to be admitted and will inform the Academy Registrar of the actual date of admission.

Waiting Lists

Unsuccessful applications for a place at The Northumberland Church of England Academy will, if requested, be placed on our waiting list. This list is ranked according to the same criteria as those used for Admissions. When a child is added to the list, the list will be ranked again in line with the published oversubscription criteria detailed in the Admissions Policy. Parents should notify the Academy that they wish to be held on this list and will be contacted directly a place is available.

Appeals

Parents may appeal against the offer of a specific campus or if a request to transfer to another campus has been turned down. The procedure is outlined in the Academy Procedure for Appeals Against Allocation of Campus.

The Centre Admissions

Admission to The Centre for Complex Learning Difficulties is by relevant statement of educational needs or Education, Health and Care Plan (EHP), via the LA. Children are referred for Special Education following assessments made by a number of professionals, as well as well as accounting for the views of parents, which leads to a written legal Statement of the child's Special Educational Needs.

Written referrals containing information about a child's needs will be sent to the Principal Director The Centre by the LA in order for the school to consider carefully whether the child's needs as detailed in the Statement of Educational Needs or Education, Health and Care Plan can be met at the Northumberland Church of England Academy. Occasionally referrals are sent to the Academy before the child is of statutory school age and then where possible the Academy tries to make provision for younger children, usually on a part time basis as appropriate.

Families moving into Northumberland from another area of the country who have a child with a Statement of Educational Need may contact the school directly or through Northumberland County Council, at County Hall, Morpeth 0845 600 6400

Appendix A – Nursery Admission Form



The Northumberland Church of England Academy

Admission Form

Office Use Only	
Date of Admission	
Class	Admission No
UPN	

Please note that a child cannot be considered for admission until the term following his/her third birthday, and a place will often not be available until the September following his/her third birthday.

Pupil Information

Forename(s): Surname: D.O.B.:

Home Address:

Postcode: Home Tel No: Pupil in Care: Y / N (please circle)

Gender: M / F (please circle) Ethnicity: Religion: 1st Language:

Campus first preference: Campus second preference:

Previous/Current Nursery:

(The Academy will take parental preferences as well as operational issues into account when determining the most appropriate campus for individual pupils)

Session choice

Please tick one of the options

Morning session 8.45 – 11.45	Afternoon session 12.15 – 3.15	Either
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(Whilst the Academy will try to ensure that you receive your preferred session choice this cannot be guaranteed)

Parents / Guardian Information – contact information

Surname:..... Surname:.....

First Name:..... First Name:.....

Employer:..... Employer:.....

Address: Address:

Work Tel No:..... Work Tel No:.....

Mobile Tel No: Mobile Tel No:

Parental Responsibility Y/N Parental Responsibility Y/N

Brothers/ Sisters Name: Campus attending:

in Academy Name: Campus attending:

Emergency Contacts (Do not leave blank. This must not be parents)

Surname: Surname :

First Name: First Name:

Address: Address:

Postcode: Postcode:

Relationship to pupil: Relationship to pupil:

Tel No: Tel No:.....

Parental Responsibility Y/N Parental Responsibility Y/N

Order of preference for contacting:

Medical Information (Please state any illness or medical information that you feel the Academy should know of)

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.....
.....

Does your child have a statement of special educational needs:

Does your child currently receive speech and language therapy:

Emergency consent: In the case of an emergency whilst your child is at school it is important that we have consent to seek medical assistance should we be unable to contact a family member e.g. Take your child to a GP or call for ambulance assistance. It is unlikely that we will ever need this but it is essential for your child's safety. I give my consent Yes No

GP/Practice Name: Tel No:

Dentist's Name: Tel No:

Travel Information (please tick travel arrangement)

School bus/coach Walk Car Taxi Public Transport Bicycle Train

Permission (Please tick any you would like to give permission)

- I give permission for my child to have their photograph taken and for these photographs to be used in Academy letters and leaflets.
- I give permission for my child to take part in visits outside the campus grounds.
- I give permission for staff to apply sun cream to my child.
- I give permission to share information between Academy and health care professionals

Signature: Date:

Please return this form to the Academy Registrar at the Robert Stephenson Campus.