



Admissions Policy for Funded 3-4 –year old provision and funded 2-year-old- provision

Purpose of the policy

To set out clear and transparent criteria for admission to Oxclose Community Nursery School for children aged 2 to 3 years and children aged 3 to 4 years.

2 year old place

Some children are entitled to a funded two year old place from the term after their 2nd birthday. The criteria for a funded 2 year old place are decided by the Local Authority and matched against a financial criteria.

3 year old place

All children from the term after their 3rd birthday are entitled to the universal offer of 15 hours of funded nursery education which is provided over 38 weeks in this maintained nursery school. From September 2017 some children will be entitled to an additional 15 hours (extended entitlement).

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September, January or after the Easter break.

This school has an induction procedure to enable your child to be successfully integrated with others and get used to school life. This is decided in consultation with your child's key worker and the Head Teacher. During the induction period your child may not receive their full free entitlement.

To apply for a place in our nursery school for the September intake or subsequent terms, you must complete a registration form in school and provide proof of your address and your child's birth certificate. If you are applying for a 3 –year –old – place, as soon as your child is 2 years of age, if you are applying for a 2 year-old-place as soon as your child is 1 year old.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

In this school we offer the following patterns of provision:

Two Year Old Funded Provision

- AM sessions 15 hours 8.45 -11.45 daily
- PM sessions 15 hours 12.30 – 3.30 daily

Parents have the option to buy additional sessions if available.

Two Year Old Private Provision

There are a limited number of spaces available for parents wishing to access a two year old place but who may not be eligible for a funded place.

Three Year Old Provision

15 hours entitlement – universal entitlement

- AM sessions 8.45 – 11.45 daily
- PM sessions 12.30 – 3.30 daily

Parents have the option to buy additional sessions if available.

30 hours entitlement – extended entitlement

Option 1 30 hours per week	Option 2 30 hours per week <i>This option allows parents to buy additional breakfast or late pick up if required and available.</i>	Option 3 25 hours per week <i>This option allows for remaining hours to be taken during holiday time with another provider which parents must organize personally.</i>
10 hours over 3 days 7.30 – 5.30 <i>Additional charges for breakfast / lunch and tea meals</i>	6 hours over 5 days 8.45 – 2.45 <i>Additional charge for school lunch meal.</i>	5 hours over 5 days AM session 7.30 -12.30 <i>Additional charge for breakfast and school lunch meals.</i> PM session 12.30 – 5.30 <i>Additional charge for tea time meal.</i>

Oversubscription Criteria for all places

If there are not enough places available for all applicants 3 to 4 year-old age group we will allocate places in the following order:

- Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the current academic year.
- Children who will have their third birthday during the spring term of the current academic year.
- Children who will have their third birthday during the summer term of the current academic year.

If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 7 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who have exceptional medical or physical barriers to learning. (see point A)

3. Children who will access either their **full universal entitlement** or **full extended entitlement** within this nursery.
4. Children who live in the school's catchment area.
5. Children who live in Sunderland and who will have a brother or sister at the school
6. Other children who live in Sunderland.
7. Children who live outside Sunderland, but only if places are otherwise likely to remain available during the academic year.

Point a

We are the resourced provision for children with Physical and or Medical barriers to learning. Children with an Education, Health and Care Plan have priority access to a place.

We can consider exceptional individual applications, particularly in cases involving medical or physical needs. If you wish to apply on medical or physical grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors and the [Headteacher](#). No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and Headteacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may

register a complaint with the Governing Body using their normal complaints procedure.

Admission into Reception

Admission to primary school is dealt with through the Local Authority.

Review

This policy will be reviewed annually by the Governing Body.