

## Admissions Policy

### Rationale

Manningham Community Nursery Schools Federation is committed to the integration of Early Years Education and Care. Our Federation wishes to maximise its resources in offering affordable, accessible and high quality provision in order to support families in our community. Our aims will apply to all provision, with specific objectives for each aspect of our services.

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

➤ [School Admissions Code 2021](#)

➤ [School Admission Appeals Code](#)

### Aims

- To provide, where possible, inclusive, high quality integrated care and education for children Birth - 5 years.
- To offer flexible admission arrangements which balance the needs of parents and children but do not compromise quality.
- To work with other agencies to ensure continuity of provision on entry and transfer.
- To ensure that administrative systems are in place to facilitate high quality admission and transfer procedures.
- To provide a seamless transition from home to school, from room to room and from nursery to primary school
- To offer flexible arrangements, wherever possible, in order to meet the needs of children and families
- To personalise support for individual children, particularly those who are vulnerable and have special needs
- To ensure that assessment records of children are used effectively at times of transition

### Admission arrangements

Children from any area within Bradford Metropolitan District may be placed on our waiting lists for Core or Extended Provision by contacting the school directly.

Families can ask for a place and be placed on the waiting list in advance of being age 3. Children's names may be put on the waiting list from birth and they may live within any area of Bradford Metropolitan District. Children are normally admitted to 3/4 rooms in the September, January or April following their third birthday.

Please contact the individual schools in person or via telephone to make an application for a place or be placed on a waiting list.

The Federation will follow the Bradford Local Authority fair access protocol arrangements. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **In-Year Admissions**

Children can be placed on the waiting list at any time. Children can start their funded place the term after they turn 2 or 3 years old. Parents will be notified of the result of any in-year application in writing within 15 school days. This will detail any reason for refusal and information about the right to appeal.

Applications for in-year admissions can be made by contacting the school directly in person or via telephone. Alternatively, you can e-mail:

[Office@midlandroad.co.uk](mailto:Office@midlandroad.co.uk)

Or [office@abbeygreen.org](mailto:office@abbeygreen.org)

## **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Please contact the school in person or via telephone to make a request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in 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 three main admissions rounds during the year. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. 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.

## **Admissions criteria**

### ***Government funded places – 15 hours entitlement for 3 – 4 years olds***

- Children will be admitted to funded places subject to availability. Priority will be given to children the term after they are 3 years old. A part-time place is normally for 5 mornings or 5 afternoons or 2 and half days per week either at the beginnings or end of the week,
- These places can be used in conjunction with fee paying places.

### **Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school 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.

- Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

- Priority will be given to children with special educational or family support needs.
- Priority will be given to children on a child in need plan or child protection plan. Children that have previously been on a child in need or child protection plan in the past 12 months will also be given priority.
- Priority will be given to children living in a refuge or other relevant accommodation
- Priority will also be given to children who have been attending our Nursery from a younger age (Birth – 3 years) in order to support continuity
- Priority will be given to children with siblings at the school
- The remaining places are allocated from the waiting list, ensuring that each class has a balance of ages, gender and ethnicity
- Children who have recently moved into the area or who have not had their name down on any waiting list and would otherwise miss out on nursery education may be given special consideration

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.

This is Bateman Street for Midland Road Nursery school

This is Green Lane for Abbey Green Nursery School

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.

#### **Government funded places – 30 hours entitlement for 3 – 4 years olds**

- *These places are open to all families eligible i.e. who meet Government criteria and can be used in conjunction with fee paying places*
- *At Midland Road Nursery School we offer places 8.45- 3.30 Monday to Friday, with a charge for lunch time and Friday afternoon session. Alternatively, parents can have Monday to Thursday 8.45-3.30 paying only for meals and then Friday 8.45 – 11.45.*
- *At Abbey Green Nursery School we offer places 8.45-3.15 Monday to Friday, with a charge for a Friday afternoon session. Alternatively parents can have Monday to Thursday 8.45-3.15 and then Friday 8.45 – 11.45.*

Children accessing these places must meet the following HMRC criteria:

- Both parents are working (or the sole parent is working in a lone parent family); each expect to earn at least £115 a week or work more than 16 hours at the National Living Wage (unless you became self-employed less than 12 months ago), or each expect to earn at least £111 a week or work more than 16 hours at the National Minimum Wage (unless you became self-employed less than 12 months ago), or each expect to earn at least £61.92 a week if you are under 18, £84.80 a week if you are aged 18-20 or £52.80 a week if you are an apprentice (either under 19 or in the first year of your apprenticeship), or
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave, adoption leave or receiving statutory sick pay, or
- One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or one parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.
- You, and your partner, must also both live in England and neither parent must have an income of more than £100,000 per year.

### ***Government funded places – 15 hours entitlement for 2 year olds***

- Children may be awarded a place if they fulfil the Local Authority criteria, which assesses family income
- If children meet the criteria then a sessional place will be offered, term time only.
- A two year old offer place is normally for 5 mornings or 5 afternoons or 2 and half days per week either at the beginning or end of the week,

All children accessing these places must meet the following Local Authority (LA) criteria:

- Free School Meals
- Child who is Looked After (CLA)
- Low income families and earning no more than £16,190 a year
- Child who has a current statement of Special Educational Needs or an Education, Health and Care plan
- Child is entitled to Disability Living Allowance
- Child who has left care through special guardianship or an adoption or residence order

### **Early Years Enhanced Specialist Provision**

In addition to our admission numbers we have places for children 2-5 years old with substantial and sustained special educational needs and/or disabilities. These places are allocated through the Early Years Inclusion Panel (see SEND policy and SEND Information report) by the Local Authority.

### ***Fee Paying - Extended Provision Admissions (Birth to 2 years and Wrap Around) – Midland Road Nursery School only***

- Midland Road Nursery School provides extended integrated care and education, including before and after school. Extended places are for children 3 months to 5 years and are fee paying places. These places cater for very young children, before funded entitlement would start and also children whose parents/carers require nursery time over and above the funded entitlement.
- Parents requesting a place will be contacted and allocated places as available by waiting list order.
- Children will be allocated an extended provision place as soon as one is available in a room appropriate for their age, and according to their place on the waiting list.
- Consideration will be given to the needs of children in each group when allocating a place, for example the number of children under 1 in the under two's provision will be considered carefully to ensure the needs of all children will be met.
- Priority will be given to children with Special educational or family needs.
- Parents/Carers will sign a contract explaining our pricing policy for extended places.
- Admission can be at any time during the term in order to support family needs.
- Children cannot be admitted to baby provision without having their first 3 months immunisations.

### **Transitions**

We want children to settle into the provision happily with parents/carer circumstances also being taken into account during the settling in period. Children thrive in an environment in which they feel safe and secure. Parents/carers must feel confident that their child's experience is as good as it can be. In order to facilitate this, all children are allocated a key person. This adult has a special relationship with the child and their family and is the first point of contact.

Families have a home visit during the transition to starting nursery. Children are also offered lots of opportunities to visit prior to the official admission date (parents/carers must stay with their child during visits). For children under

three it is recommended that several visits are made before the child is left for the first time. However, arrangements are made on an individual basis taking into consideration the needs and wellbeing of the child and family.

- The Federation will liaise carefully with other parents and agencies where appropriate in order to gain a full profile of children on entry and thereafter.
  - The Federation will liaise carefully with parents to ensure the transfer from home to nursery, and from part-time to full-time is smooth and in the best interest of the child.
  - Where children have an additional need or disability extra support may be offered to meet the needs of the child linked to the stage of assessment according to the Special Educational Needs Code of Practice.
  - The Federation will liaise carefully with local schools to maximise opportunities for continuity and progression on children's transfer
  - Allocation of places and transfers between units will be the responsibility of the Headteacher in consultation with the Assistant Headteacher and room leaders.
  - The Federation will liaise with local schools whenever possible to ensure that there is no overlap in the allocation of nursery places.
  - Children who have a place at another maintained nursery will not normally be allocated a place. However in specific circumstances, where a vulnerable child requires a dual place for shared support, a split – funding arrangement would be made between both providers.
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- All children will be visited at home by the key-person and room leader. This is a time to share information about the child and the school. The child's interests should form the first observation for the child's file.
  - New children should be admitted gradually. In advance the child's coat peg/name card should be ready. The key-person should be there to warmly greet the child (using child's name) and parents/carers. The key-person should then spend some time supporting the child, reassuring parents/carers and organising the settling-in process. Other staff should be introduced to the child and parents/carers.
  - The key person and parents/carers work together to decide when a child may be left unaccompanied at the nursery for the first time. Each child is treated individually; his/her particular past experiences (e.g. playgroup attendance) and emotional maturity are taken into account during this important settling in period. Parents/carers are often asked to leave their child for only short periods of time initially.
  - All children should be greeted warmly each day. Arrivals and departures are times when information can be shared between home and school. Information from home can be recorded in the child's online learning journal.
  - Children should be supported at key transition times during the day. When children need to move from one place to another they should be informed what is happening and why and then helped through the process
  - When children are almost ready to move from one room to another or to a new key group, parents/carers need to be fully informed. Transition should take place over a period of time. Information should be passed from the old key-person to the new key-person and parents/carers should be kept informed of the process, taken to the room and introduced to the key-person and any other new practitioners.
  - Where children transfer settings before reception year the key-person will ensure all relevant information is passed onto the receiving setting
  - At the appropriate time, we will ensure all children have been allocated a primary school. There will be close liaison with the receiving school to ensure staff have the opportunity to visit children here and dates of visits to primary school can be passed onto parents.
  - Teachers will ensure reports are prepared for the child's new school.

## **Challenging behaviour**

We will not refuse to admit a child on behavioural grounds 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.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## **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:

[office@midlandroad.co.uk](mailto:office@midlandroad.co.uk)

or [office@abbeygreen.org](mailto:office@abbeygreen.org)

## **Definitions**

**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.

## **Monitoring arrangements**

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are made, 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.