

**ST AIDAN'S**  
Voluntary Controlled  
**PRIMARY SCHOOL**

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Headteacher: Anne Etchells



## **Nursery admissions policy**

### **Introduction**

At St Aidan's we are committed to providing a fair and open admissions system to our Nursery. We are an inclusive school and are proud of the work we do to support all children. As we experience very high demand for places, both paid and funded, we operate strict admission criteria. Details of the types of places we offer and the current fees are attached.

We have one admissions intake in September. Applications should be submitted by Thursday 1st March 2018. If vacancies arise during the year, we will fill them in accordance with the admissions criteria.

This policy should be read in conjunction with our *Induction and transition procedure*.

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## **1 Admissions criteria**

If we receive more applications than spaces available for the categories of places applied for in the Nursery, we apply the following criteria:

- a. Children with Education, Health and Care Plans (EHCPs) which name the school, will be admitted in accordance with Section 324 of the Education Act (1996).
  - b. Looked-after children or children who, previously looked-after, became subject to an adoption, residence, or special guardianship order.
    - Looked-after children means children who are in care of the Local Authority (LA) in accordance with Section 22 Children Act (1989).
  - c. Children who the LA accepts have an exceptional medical or social need for a place at a specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only setting that can meet the defined needs of the child.
  - d. Siblings: children with a brother or sister on roll at the school in September 2018. These include foster brothers and sisters, half-brothers and half-sisters and stepbrothers and stepsisters who are living at the same address as the applicant. In the case of a child who is in shared custody we will use the address where the child is normally resident from Monday to Friday.
  - e. Children living closest to the school: distance is measured in a straight line from the entrance to the school nursery building.
    - In the case of a child in shared custody we will use the address where the child is normally resident from Monday to Friday.
- 1.2 Should a vacancy become available during the year we will consider children who have had their third birthday and who, we feel, are of an appropriate stage of development.

## **2 Nursery provision**

All three and four year old children are entitled to 15 hours of free nursery education from the term after their third birthday: for admission in September 2018 this will be children with birth dates between 01/09/2014 and 31/08/2015. We offer daily places in the Nursery during term-time only (38 weeks a year).

- 2.1 Parents can choose to take the 15 hours free entitlement either every morning (8.30am to 11.30am) or afternoon (12.30pm to 3.30pm).
- 2.2 From September 2017, eligible parents have been able to claim the Government's 30 hours Free Early Education Entitlement at the school. To be eligible, both parents (or the sole parent in a single parent family) must be working and each earning:
  - a. a minimum of the equivalent of 16 hours per week at the national minimum wage;
  - b. a maximum of £100,000 per year.
    - For full details please see:  
[www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)This covers daily places from 9.30am to 3.30pm.
  - If required, the extra hour between 8.30 and 9.30am can be added at a cost of £30.00 per week.



2.3 For those not eligible for the Government funded 30 hour scheme, we offer daily full-time places from 8.30am to 3.30pm at a cost of £115 per week (this cost takes into account the weekly 15 hours free entitlement).

### **3 Appeals**

Parents of children who were not offered places in the Nursery and who believe that this admissions policy has not been applied correctly are entitled to appeal the decision.

- 3.1 Submissions should be made, in writing, to the Head of Early Years at St Aidan's setting out the reasons why the child should have been admitted. Letters, or emails, must be received no later than 10 working days after the date of the original rejection letter. The Head of Early Years will consider the case and will normally respond in writing within 10 working days.
- 3.2 Parents who are not satisfied with the response from the Head of Early Years may write to the Headteacher (letter or email), within 10 working days of the date of the response from the Head of Early Years, explaining the grounds of the appeal. The Headteacher will review the decision of the Head of Early Years and will normally respond in writing within 10 working days.
- 3.3 Parents still dissatisfied may write to the Chair of Governors (letters: c/o St Aidan's Primary School or email: [chairgovernors@staidansprimaryschool.org.uk](mailto:chairgovernors@staidansprimaryschool.org.uk)), within 10 working days of the response from the Headteacher, to ask for a referral to the Governing Body Appeals Panel. The Appeals Panel consists of 3 governors who will have had no previous involvement in the admissions process. They will consider the appeal and respond in writing within 10 working days of making their decision. The decision of the Governors' Appeal Panel is final.

### **4 Key dates for 2018**

Thurs, 1st March, 2018	Deadline for applications to be submitted
Thurs, 29th March, 2018	Acknowledgement of application
Fri, 11th May, 2018	Offer letters sent out

### **5 Monitoring and review**

This policy will be monitored by the Care and communication committee and reviewed every year.

Date of policy: FEBRUARY 2018

Policy ratified: ..... (Signature) ..... (Date)

Review due: OCTOBER 2018

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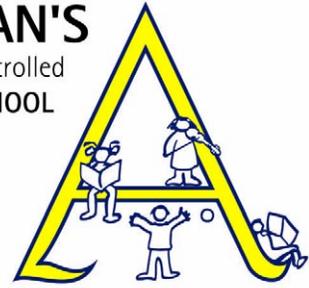
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Headteacher: Anne Etchells

## Application for a place at the Nursery

Child's first name	Child's surname

Child's date of birth

Name of parents or legal guardians with whom the child lives

Name 1.	Contact number
Name 2.	Contact number

Address where the child lives


Siblings attending St Aidan's Primary School at the date of admission:

Name	Date of birth	Current year group

Home LA if not resident in Haringey

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Language needed for translation/ interpretation

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Please provide any additional information which may affect your application along with copies of relevant documents and reports e.g. from doctor, social worker etc.

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Signed (parent/guardian)

Date