Appendix 4

ADMISSION POLICY- SEPTEMBER 2022 for Sir James Knott Nursery School and Community and Trust Schools which have a Nursery Class attached (Including Grasmere Academy)

Applications for nursery places should be made directly to the school before the end of January preceding admission in September. Offers of place will be made as soon as possible after this date.

The LA provides nursery education to three year olds and four year olds leading up to their statutory school starting age.

Oversubscription Criteria

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements (formerly residence) or special guardianship order. ***See Note 1 below.***

2. Pupils who live within the catchment area of the nursery school/class (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2022 will be given priority.

3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2022.

4. Shortest distance measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) system.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats if there is more than one home address with the same measurement the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

NOTE 1

A looked after child is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002

A **child arrangements order** (formerly residence order) is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989

It should be noted that places in a nursery school or nursery class should be on a part- time basis (5 mornings or 5 afternoon sessions per week) and this will be the maximum amount of funding allocated. One nursery session is based on three hours in length.

Full time places can only be agreed in exceptional circumstances and in agreement with the Head of Commissioning and Asset Management.

Waiting Lists

Where parents are refused a place schools will keep a waiting list of the names of applicants up to the start of the Autumn Term or ongoing. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. Within each criterion their place is ordered by shortest distance to the school measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS), with those living closer to the school receiving higher priority.

If a place becomes available it will be offered to the child at the top of the waiting list. This means a child who is on the waiting list will move down the list if another late application is received that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery school/class but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.