

# Floreat Education

## Nursery Admissions Policy 2020-21

---

### FLOREAT WANDSWORTH PRIMARY SCHOOL

DATE of ADOPTION: November 2015

REVIEW DATE: September 2017

NEXT REVIEW DATE: August 2018

**Active Agents: Governing Body, Headteacher, General Staff, the School**

# Floreat Wandsworth Primary School Nursery Admissions Policy

---

## GENERAL

Some parents will now be entitled to the 30 hours free childcare. Information on this can be found on the following website: <https://childcare-support.tax.service.gov.uk/>

Applications should be made using the standard online application form. We only have one intake at Floreat Wandsworth Primary School and all eligible children start in September.

## Provision Available at Floreat Wandsworth Primary School

The maximum number of children that can be accommodated is 26 FTE places.

The admission number is split to provide 19 full-time places, 7 morning places and 7 afternoon places.

There is an additional fee for full-time places.

## APPLICATIONS

Parents should apply to Floreat Wandsworth Primary School by:

Monday 3<sup>rd</sup> February 2020 for admission in September 2020 – notification of successful/unsuccessful applications will take place in March 2020.

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read this admissions policy and complete the application form for admission.

Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.

Where the nursery is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

Where sessions are being taken throughout the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting. The offer of a place may be withdrawn if false or misleading information is given.

## ADMISSION GROUPS

Floreat Wandsworth Primary School applies the guidance provided by Wandsworth Borough Council and considers nursery applications in group order, starting with group A and finishing with group E (see below from 'Choosing early education in Wandsworth: information for parents of children (two, three and four year olds) starting early education in September 2018 – p.9 and p.10):

- A. Children living in the borough of Wandsworth recommended for a nursery place at that school by an allocated Social Worker or as part of an action plan agreed by a multi-disciplinary group e.g. a Team Around the Child (TAC) or children who are the subject of adoption and special guardianship orders who were previously looked after by the local authority.
- B. Children born between 1 September 2016 and 31 August 2017 who live within the Wandsworth borough.
- C. Children born between 1 September 2016 and 31 August 2017 who live outside the Wandsworth borough.

NB. Groups D and E are not applicable because Floreat Wandsworth Primary School only has one intake per academic year, in September.

## OVERSUBSCRIPTION CRITERIA

If there are more nursery applications than places within the admission group that the school has reached, the school's admission criteria will be used to decide which children can be offered a place within that group. The school will offer places in the following priority:

- 1 Children looked after, or who have an allocated social worker who has provided written support of the application or children who are the subject of adoption, residence order, child arrangements order or special guardianship order who were previously looked after by a local authority (see note 1).
- 2 Children with a professionally supported exceptional medical need or exceptional social need, as decided by the school's governing body.
- 3 Brothers or sisters of a child who attends the school and who will continue to do so on the date of admission (see note 2).

- 4 Children who live nearest to the school by a straight line between your home and the centre of the school site, calculated by Wandsworth Council's Geographical Information System.

#### Note 1

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under criterion 1 above must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

#### Note 2

A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

### TIE-BREAKER

Within each criterion, priority will be given to the applicant who lives closer to the school. This will be judged by criterion 4 above. Where more than one applicant applies from the same address (e.g. a block of flats) and so the distances are equal, places will be offered by random allocation. This will be by supervised drawing of lots, in the presence of an independent witness.

## DECIDING TYPE OF PLACE OFFERED

Having applied the council and the school's criteria, the Trustees of Floreat Education Academies Trust have agreed that the following process shall be followed to determine the offer of full-time and part-time places.

The school will offer 19 full-time places. These will include the 15/30 hours per week of free nursery provision to which the applicant is entitled and 20/5 additional hours per week for an additional fee.

The 14 free, part-time places shall be offered as 7 morning places and 7 afternoon places.

1. Applications received by Monday 3<sup>rd</sup> February 2020 shall be given a ranking from 1 to the number of applications received, using the criteria described above.
2. The first 19 applicants indicating full-time provision as their preference on the application shall be offered a full-time place.
3. Part-time places shall be offered to the remainder of applicants, in rank order, according to the first preference indicated on their application, up to the point where 7 morning or afternoon places are filled.
4. The remainder of places, morning or afternoon, shall be offered to the next applicants on the list who have indicated a first, second or third preference for the morning or afternoon places remaining.
5. Following the first round of offers, any places not taken up, whether full-time or part-time, shall be reoffered to applicants who did not receive their first preference, in line with the process above and without regard to any interim statement of acceptance.

## WAITING LIST

A waiting list will be held of unsuccessful applicants in case places become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. No account is taken of the time spent on the waiting list. Parents may be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of nursery.

## LATE APPLICATIONS

If an application is received after the deadline and before the date that parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

## MULTIPLE BIRTHS OR CHILDREN WITH BIRTH DATE IN THE SAME ACADEMIC YEAR

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the school going above the admission number.

## ACCEPTING OR DECLINING THE OFFER OF A PLACE

Parents are required to accept or decline the allocated place by replying to the email sent confirming the allocation of a place.

The reply must be returned to the setting **within two weeks** from the date of the offer. If a reply is not received, there will be one further written reminder issued and failure to respond to this may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

**Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.**

## CHARGES

No charge will be made for admission, nor will any refundable deposit or administration fee be charged to secure a place. Charges will be made for additional childcare sessions over and above the full free entitlement, if applicable.

## EXCEEDING CAPACITY AND APPEALS AGAINST NON-ADMISSION

In exceptional circumstances, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or local authority approval and is usually where there are extreme reasons e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be reconsidered by the Trustees of Floreat Education Academies Trust. This should be sent to the school, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

## ADMISSION TO THE SCHOOL

**Attendance at the nursery at Floreat Wandsworth Primary School does not guarantee admission to the reception class.**

A separate application must be made through the local authority for admission to the reception class in accordance with the local authority co-ordinated admissions scheme. **No account is taken of whether a child has attended the nursery or not.**