

**Churchfields Primary school**  
**NURSERY ADMISSIONS ARRANGEMENTS FOR THE YEAR 2019-20**



Churchfields Primary School is part of the Collective Vision Trust.

Children can be admitted in the term after they become 3 years old. We run a cycle of 3 term admissions. September, January and April. There are 52 places available overall for the three points of entry

Parents have the right to express a preference for the school that they wish their child to attend. However, if the total number of preferences for admission to Churchfields Primary School exceeds the places available, the following order of priority is used to allocate the available places:

**Oversubscription criteria**

If the total number of preferences for admission to a school exceeds the school's available places, the following order of priority is used to allocate the available places.

1. Relevant children in care
2. Children who satisfy both of the following tests:

**Test 1:** the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school

**Test 2:** the child would suffer hardship if they were unable to attend the preferred school

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application

3. Children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners)
4. Children living within the catchment area. Children are arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the School. The School uses google route map.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes

## **Waiting lists**

Unsuccessful applicants will be placed on a waiting list in accordance with the criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

## **Allocation of sessions**

When children are offered a place in the nursery, parents are asked for their preference for a morning or afternoon place but there is no guarantee that they will be offered the place they prefer. Allocation of places is according to availability and at the discretion of the headteacher. The school has an agreed list of criteria for places based on:

1. The balance of any additional needs children may have, within the morning and afternoon sessions.
2. The balance of genders within morning and afternoon sessions
3. The balance of ages within morning and afternoon sessions
4. The day care needs of working parents.

There is no right of appeal for morning or afternoon places.

## **Criteria for 30 hours**

Places will be offered in such a way as to support the financial viability of the nursery setting.

1. Whether the child has a sibling in the school
2. Parents who request the full entitlement to 30 hours or pay for the 30 wraparound provision
3. Most additional hours

All places are subject to availability.

For more information on the 30 hours entitlement or wraparound provision please contact the school.

## **Additional notes**

Attendance at the nursery will not guarantee admission to our Reception class or give any advantage to the child's application for Reception. Parents must reapply for admission to Reception at the appropriate time to Staffordshire School admissions

In accordance with legislation, children who have an EHCP that names the nursery will be admitted to our nursery setting. This may reduce the amount of places available to other applicants.

## **How to apply**

The closing date for nursery applications will generally be the Friday before every half term, for a start date the following term. An application form will be made available on the school website. Parents will be notified of the outcome of their application 4 weeks after the closing date.

There is no statutory right of appeal for admission to a nursery setting. Any disputes over the administration of the policy will be dealt with by the complaints procedure.