

# THE HARLINGTON AND SUNDON ACADEMY TRUST



## **SUNDON LOWER SCHOOL** **NURSERY UNIT ADMISSIONS POLICY 2022-2023**

**Approved by Curriculum Trustee Committee: November 2020**

**Approved by Board of Trustees: January 2021**

**Next review: November 2022**

### **1. Admission to Nursery Unit**

Admission to Sundon Lower School Nursery Unit is operated by the Academy Trust.

An application form may be obtained from the school office and it should be completed and returned to the school no later than the last day of March prior to the year of admission. Admission may be at the beginning of any term subject to place availability.

During the term that they are three children will be offered a fee paying part or full time place subject to a place being available. The term after their third birthday children will be offered a free part time place subject to a place being available.

### **2. Inclusion Statement**

As an inclusive school, children who experience difficulties accessing the school and curriculum will be treated as fairly as other applications for admissions.

### **3. Allocation of Places**

Where the number of requests for places exceeds the Admission Number, the places will be allocated (in the rank order shown) to determine how the places will be allocated:

1. All "looked after" children or children who were previously 'looked after' (see definition)
2. Children living in the catchment area with siblings at the school (see definition)
3. Other children living in the catchment area
4. Other children with siblings at the school (see definition)
5. Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Within each of these criteria the oldest children will be given priority.

Overriding priority will be given by the Academy Trust to the admission of children who have a Statement of Special Educational Needs/Education, Health Care Plan (EHC) that names the school.

## **DEFINITIONS**

### **Home Address**

A child's home address will be regarded as the address of the parents or guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the child is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is a query on a home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill, (gas, electricity or water) a rental agreement, child benefit annual statement or family tax credit information.

### **Looked After Children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children's Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the same time of application to a school.

### **Previously 'looked after' children**

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

### **Catchment area**

A geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment area.

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### **Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address**

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the Academy Trust of the school.

### **4. Transferring from the Nursery to Main School**

Even if your child attends the Nursery on the school site, you must still make a Starting School 2018 application to the Schools Admissions Team in accordance with the co-ordinated admission arrangements as there is no automatic transfer from the Early Years Foundation Unit to the Reception class in the Main School.

As an inclusive school, children will be treated fairly, without reference to ability, aptitude, race or culture.

Admission will be on the basis of places being available in the relevant age group. If there are more applications for places than available then the over-subscription criteria will apply.

### **5. Change of Circumstances**

The Head teacher should be informed immediately in writing of any change in the circumstances relevant to any application for a place at either the Nursery or the School, e.g. change of address.

**A waiting list will be maintained by the school during the academic year.**



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.