



St Francis Church of England Voluntary Aided Primary School

Nursery Admissions Policy 2017

Policy updated by:- Rachel Saunders - Governor
Agreed by:- Admission Committee of Governors
Ratified by:- Admission Committee of Governors

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Version No	Date	Change/Review
V1.2	November 2014	Policy Adopted
V1.3	Autumn 2014	Policy Reviewed
	October 2015	Policy Reviewed
	March 2016	Policy Reviewed
	Autumn 2016	Review due

St Francis Church of England Voluntary Aided Primary School

Nursery Admission Policy September 2017

Rationale

The Nursery Admissions Policy uses the same criteria for allocation of places as the School Admissions Policy. This policy reflects the different procedures for applying for a nursery place.

The policy has been created to reflect the Christian foundations and the community focus of the school. The oversubscription criteria reflects the governors wish to offer Christian service in education, and offer places to children who regularly attend worship and who live in the parish, also to children living close to the school according to the order of criteria below and within current government legislation or National guidelines.

Applications for admission to St Francis School Nursery will be dealt with by the school directly.

Applications including any additional information (see below) must be submitted between 1st September 2016 and 28th February 2017. An application form is available to download from the school website or may be obtained from the school reception.

Nursery Admission Numbers

The number of intended admissions for the year commencing September 2017 is 52 in two separate sessions of 26.

Oversubscription Criteria

The following criteria will be applied in the numerical order in which they appear below should the number of applicants in any year group exceed the number of places available, having first deducted from the published admission number those children with a statement of special educational needs that names the school.

If the school is over-subscribed in any of the categories below, priority for admission will be established in accordance with Swindon Authorities' over-subscription criteria i.e. 'priority given to those closest to the school measured as a straight line between the centre point of the rooftop of the home address to the centre point of the rooftop of the school.' If the distance, between two children's homes and the school, is the same then random allocation will be used as a tie breaker to decide who has the highest priority for admission.

A child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) will be admitted to the school named on the child's statement without reference to the following criteria.

1. Looked after children¹, as defined in section 22 of the Children Act 1989, including previously looked after children², at the date of the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it at the time they are admitted to the School.

2. Siblings³ of children who attend St Francis School at the time that the applicant is due to start. This excludes siblings who attend or have been allocated a place in the nursery facility at St Francis.

3. 50% of the remaining places (rounded up to the nearest whole space) will be allocated to children who live within the ecclesiastical parish of St Andrew North Swindon and are at the heart⁴ of a Christian Church⁵. For regular church members who have moved into the ecclesiastical parish of St Andrew, consideration will be made on case by case basis and evidence of attendance at a previous church will need to be confirmed. Part A of the Supplementary Information Form (SIF) must be completed by the parents or carers of the child for whom a place is being applied and Part B of the form should be completed by a minister of the church. The governors advise that the SIF is submitted to the reception desk at the school to ensure that it is considered as part of the admissions process.

4. The remaining spaces will be allocated to children from the local community, with priority given to those closest to the school as in the over-subscription criteria above. If the school is under-subscribed in category 3 then the extra spaces will be given to those children fulfilling category 4. If over-subscribed in category 3 then those children remaining without spaces will be considered within category 4. It is anticipated that these admissions criteria will meet the National guideline that at least 25% of spaces will not be faith based.

Definitions

1. "Looked after child" is a child who is: (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

2. Previously looked after children are children who were looked after, but ceased to be so because:

- they were adopted (Under the terms of the Adoption and Children Act 2002 Section 46 "adoption orders")
- or
- they became subject to a residence order (Under the terms of the Children Act 1989 Section 8 which defines 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live) or
- a special guardianship order (See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian or special guardians)."

3. Sibling as defined in Swindon Authorities' admissions guide i.e. "Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner

where the child for whom the school place is sought is living in the same family unit at the same address as that sibling."

4. 'An applicant 'at the heart of the church' would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The 'applicant worshipper' could be the child for whom application is made or one or both parents.' Checks may be made to confirm church attendance.

5. Christian Church means a church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance.

For more information please see website www.ctbi.org.uk or contact the school office.

Multiple Births

The Governing Body will endeavour to place siblings born at the same time (e.g. twins, triplets etc) in the school.

Waiting List

St Francis Church of England School holds and maintains its own waiting list which is maintained until the end of the school year an application was made. Placement will be determined by applying St Francis Church of England Primary over-subscription criteria. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications.

Late Applications

The closing date for applications for 2017-2018 is 28th February 2017. Applications may be submitted after this date but they will be deemed as late applications, this means that they will not be considered until after all on time applications. If a Supplementary Information Form is being submitted this also must be submitted to the school by this date.

In Year Admissions

The above criteria will be applied for in year applications made during the school year where there are more applicants than places. Applications should be made directly with the school.

Appeals Procedure

If you feel that your application for a Nursery place has not been handled fairly please contact the school giving your reasons in writing and the matter will be considered by the School Governors.

Misleading Applications

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (e.g. a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.