



**Phoenix Federation**

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# **Nursery Admissions Policy**

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## **Purpose & Aims**

To ensure the admission criteria for The Phoenix Federation's Nursery provision is clear and that there is flexibility within the system to accommodate the needs of both the children and their families within the local communities of both Wyken Croft Primary school and Charter Primary school.

The Governing Body is responsible for the Admissions Policy.

## **Overview**

The Nursery provision within The Phoenix Federation is committed to providing excellent quality integrated education and care to children aged 2 to 4 years old within the local community of each school within the federation. We welcome all children and their families and ensure they feel happy and safe whilst attending the Nursery.

Children within the Nursery provision will learn through play in structured sessions planned by skilled Early Year's teachers and professionals. They will provide play activities suited to children's interests and provide a teaching and learning environment that is stimulating and challenging.

## **Allocation of Places**

We have one main admissions intake in September of each year, applications for which should be submitted by the end of Spring half term of the same year. If vacancies arise during the year, they will be filled in accordance with the oversubscription admissions criteria. Should there be more applications made than number of places available, children will be allocated places also using the oversubscription admissions criteria.

Once all places have been allocated, any remaining children will be placed on a waiting list in order of receipt of application. In the event of a place becoming available with a waiting list of more than one application, children will be admitted using the over subscription criteria. If parents' first choice of setting is not available, they will be given options as to what alternative provision within the setting can be offered at the time.

We currently offer places for;

- 2 year olds (funded and non-funded)
- 3 and 4 year olds (universal 15 hour provision)
- 3 and 4 year olds (30 hour extended provision)

The number of places in each setting will be strictly regulated, so that the maximum number legally permitted is not exceeded. Children already attending Nursery provision within the Federation will have priority for new sessions/adapting current provision over those children on the waiting list. The Nursery setting will also reserve the right to charge fees for any sessions not paid for through grant funding.

### **Oversubscription Admissions Criteria**

If a Nursery setting within The Phoenix Federation receives more applications than places available it will not be possible to offer every child a place. The remaining places will be filled in the priority order below.

#### **Priority 1 – Looked After Children**

Children who are looked after by a local authority or were previously looked after. This also applies to children who are subject to adoption, residence, or special guardianship order. Children in care means children who are in care of a local authority in accordance with section 22C of the Children Act 1989.

#### **Priority 2 – Vulnerable children (Social or Medical)**

Children whom it is deemed there is a strong social or medical reason to attend the setting applied for. Applications under this category may be supported by written information from a doctor, social or key worker or other relevant independent professional. The information provided must confirm the social/medical need and outline the support needed for the child.

Reasons that can be considered are as follows;

- Children under CP, CIN or CAF
- SEN or Children with additional needs (medical)
- EAL
- Travellers
- Pre-school age

#### **Priority 3 – Siblings**

Children with a brother or a sister already attending the school and who will still be attending on the date of admission. This category includes foster brother and sisters, half brothers and sisters or step brothers and sisters. In all cases, siblings must be living at the same address as the child for whom the application is being made.

#### **Priority 4 – Distance**

Children living closest to the school.

In the event of receiving two or more applications within the same priority, children living closest to the school measured in a straight line from the post office address point from the child's home, to the post office address point of the school (supplied by Royal Mail using a computerised mapping system) will be used to decide which applications are to be successful. The deciding factor for two or more applications equidistant from the school will be allocated by a random drawing of lots.

### **Equality Impact Assessment**

Under the Equality Act 2010, The Phoenix Federation has a duty not to discriminate against people on the basis of their gender, gender identity, race, marital status, national or ethnic origins, nationality, disability, sexuality, sexual orientation, pregnancy or maternity, age, religion or beliefs.

This policy has been equality impact assessed and is in line with the Equality Act 2010 and The Phoenix Federation Equal opportunities Policy 2015. It is fair, promotes equality within the Federation and does not prioritise or disadvantage any pupil.