

# The Aylesbury Vale Academy Trust



## Nursery Admission Arrangements

<b>Policy Reference:</b>	<b>AVA.006A</b>
<b>Description:</b>	This document describes the admission arrangements to the Berryfields Nursery and aims to ensure there is a fair and open approach to nursery admissions
<b>Status:</b>	Statutory Policy
<b>Policy Audience:</b>	Parents/Carers
<b>Academy Trust Contact:</b>	Primary Headteacher
<b>Other Related Policies and Procedures:</b>	Admissions Policy, Equality Policy
<b>Governor Committee:</b>	Admissions Committee
<b>Approved by the Governing Board on:</b>	30 January 2019
<b>Latest Date for Next Review:</b>	31 January 2020
<b>Version + Schedule of Amendments:</b>	v.2 aligning September allocation timeline to that of Reception allocation v.3 aligning over-subscription criteria to those of the primary and secondary phase of the Aylesbury Vale Academy
<b>Signed:</b>	
<b>Date of Signature:</b>	30 January 2019

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

## **NURSERY ADMISSION ARRANGEMENTS 2019-2020 to Berryfields Church of England Primary School Nursery, part of the Aylesbury Vale Academy**

Berryfields Church of England Primary School Nursery, part of the Aylesbury Vale Academy, has a distinctive Christian ethos, which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values, in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

This policy applies to admission to the school's **nursery**. The Aylesbury Vale Academy, including Berryfields Church of England Primary School (from Reception through to Year 6) has its own admissions policy, which is available from the school office and website: <https://www.theacademy.me/page/?title=Admissions&pid=226>

**A place in the nursery, or an offer of a place in the nursery, does not guarantee admission to the school – All parents must apply for a school place through the Bucks CC admission scheme.**

All children are entitled to 15 hours per week of funded early learning and childcare from the start of the term following their third birthday for 38 weeks in a full year.

Where deprivation criteria (eligibility for pupil premium) are met, this entitlement is from the start in the term after their second birthday. The school operates a 2 year-old/N1 class for children of the school year in which they become 3 and an N2 class for children in the school year in which they become 4. Children who have been allocated places in the 2 year-old/N1 class automatically transfer to the N2 class in the following September. Where possible the remaining places will be allocated in the N2 class for the full school year from September to July. The key dates, for the purposes of admission, are 1 January, 1 April and 1 September.

Berryfields Church of England Primary School Nursery can accommodate a maximum of 26 children per session in its N2 class and up to 16 children per session in its 2 year-old/N1 class. The session times are 08:40 – 11:40 and 12:20 – 15:20. Parents are offered morning or afternoon sessions and are usually expected to take up all 5 sessions per week after an initial transition period.

The Governing Body reserves the right to operate a single session each day (the morning session) if there are too few applications to operate two sessions in either class in any given term.

### **Applying for a place in the Nursery**

Admission is by application only. If you are considering this school for your child, please request a Nursery Application form by writing to the school or telephoning the school office.

Where places are available, the school will allocate places for the following term, in accordance with the published rules, on the following dates (or the next school day following these dates):

- 31st October to start in the Spring Term (January)
- 28<sup>th</sup> February to start in the Summer Term (April)
- 16<sup>th</sup> April for September (September)
- And for a second round of allocations on 27<sup>th</sup> May (September)

The Governing Body will consider applications in accordance with the admission criteria. Parents will be informed by letter of their decision within 10 school days of the application deadline. The governors' decision is final.

Parents are welcome to apply for a place at any time and any applications received after these dates will be considered at the time.

Parents may express a preference for morning or afternoon sessions and the school will make every effort to accommodate those preferences, where possible. Children are normally expected to attend for the full 5 sessions per week, unless there are exceptional reasons for a different pattern of attendance. In such cases, the final decision as to when a child is admitted and on an individualised pattern of attendance, rests with the Headteacher.

In the event of there being too many applications for the number of places, the following admission rules will be applied.

### **Oversubscription Criteria**

Children with a Statement of Special Educational Need or Education Health Care (EHC) plan naming Aylesbury Vale Academy / Berryfields Church of England Primary School Nursery will always be offered places. If there is then greater demand for admission than there are places, then the following criteria will be applied in the order set out below:

- 1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)**
- 2. Children of staff at the Aylesbury Vale Academy where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**
- 3. Children with a normal home address (See Note 4) in the school's catchment area and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.**
- 4. Children with a normal home address in the school's catchment area – see map below.**
- 5. Families who have exceptional medical or social needs that make it essential that their child attends the Aylesbury Vale Academy / Berryfields Church of England Primary Nursery rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)**
- 6. Children with a normal home address outside the school's catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.**
- 7. Other children**

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the middle bollard at the school front entrance with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 - 7 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **Further information**

Further information can be obtained from the School.

Berryfields Church of England Primary School, John Fitzjohn Avenue, Aylesbury, HP18 0FG

Telephone: 01296 674263 Email: berryfieldsprimary@theacademy.me

### **Notes**

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person;
- or any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** By a "looked-after child", we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangement order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

**Note 3** When applying under criterion 5 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Aylesbury Vale Academy / Berryfields Church of England Primary. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** By normal home address, we mean the child's home address where he or she sleeps for the majority of the school week. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence.

If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make a judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book, which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient for listing another address.

If parents are moving, we will ask for evidence of the move, before considering any application.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address, which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 5** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carers' 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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6** The straight-line distance used to determine proximity of the home to the school will be measured by Buckinghamshire County Council's Geographical Information System. For multiple occupancy buildings (such as blocks of flats), the front door of the block is taken as the front door of every property within it.

See catchment area map below.

