

1 Introduction

- 1.1 This policy was written with reference to Statutory Guidance for Local Authorities on the delivery of Free Early Education for Three and Four Year Olds and Securing Sufficient Childcare. The Governing Body must follow this policy so as to ensure consistency for parents in applying for nursery places. The policy has been written in line with TMBC coordinated Nursery Admissions Scheme.

2 Purpose

- To provide clear guidance for Silver Springs Governing Body on Nursery Admissions.
- To ensure a consistent approach to Nursery Admissions.

3 Entitlement to Nursery Education Places

- 3.1 All children are entitled to a free part-time nursery education place. That entitlement is from the term **after** their third birthday. However, provision is made by a range of providers and the local authority aims to provide places in the year before they enter Reception. Some places may be available for three-year olds in the term after their 3rd birthday if there are places available.
- 3.2 From September 2013 each child is entitled to a maximum of 15 hours free early years education per week from the term following their third birthday. This entitlement can be delivered flexibly by the school (where it is able to do so and in response to parental demand). If the free entitlement is taken flexibly, it must be no more than 10 hours per day. The full 15 hours entitlement should be over no fewer than 2 days.

4 Roles and Responsibilities

4.1 The Local Authority will:

- distribute Tameside’s policy for nursery admissions to all appropriate Governing Bodies
- provide schools with a standard nursery admissions application form
- disseminate information about nursery education providers via the Family Information Service
- provide guidance and support for Governing Bodies offering Nursery provision
- publish timescales for Nursery Admissions annually
- measure distances by request

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4.2 The Governing Body / school should:

- keep a record of all parents expressing an interest in a nursery place for their child
- send out application forms to parents of children, who have expressed an interest according to LA timescales.
- make it clear on all correspondence to parents that a place in nursery does not guarantee a place in Reception
- inform parents in writing of an offer or a refusal according to LA timescales
- provide copies of the following leaflets/factsheets to parents who have been refused a place:
 - Free entitlement funding - Directory
 - Admissions to Nursery Classes 2022/2023
 - How to claim your free early education place

4.3 Parents / Carers are expected to:

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- confirm acceptance of a place

5 Allocation of Nursery Places

5.1 Places will be allocated to Tameside residents who will be 4 years old between 1 September 2022 and 31 August 2023 in the first instance.

5.2 Places should be offered to children who will become 4 years old between 1st September 2022 and 31st August 2023 (and therefore born between 1st September 2018 and 31st August 2019).

5.3 Where Silver Springs Primary Academy receives less applications from Tameside residents who will be 4 years old between 1 September 2022 and 31 August 2023 than there are places available, all must be offered places. When Silver Springs Primary Academy receives more applications from Tameside residents who will be 4 years old between 1 September 2022 and 31 August 2023 than there are places available, the following over subscription criteria must be applied in order:

1. Children in Public Care (Looked After Children)

2. Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school nursery is essential. A panel of governors will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence.

It is anticipated that the total number of children allocated places according to these criteria would form only a small proportion of the total number of children attending the Nursery.

3. Siblings: this will apply where the applicant is 4 years old by 31st August 2023 and has brothers or sisters attending Silver Springs Primary Academy at the time of application, who will still be attending at the time of admission. Within the sibling tiebreaker, preference will be given to pupils living nearest to Silver Springs Primary Academy.

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The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending Silver Springs Primary Academy.

4. Age

Priority will be given to children in the following order:

4.1 Children who will be 4 years old by 31st December 2022

4.2 Children who will be 4 years old by 31st March 2023

4.3 Children who will be 4 years old by 31st August 2023

5.4 Where over subscription occurs in applying criteria 4.1, 4.2 or 4.3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who live closest to Silver Springs Primary Academy.

5.5 Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

5.6 The address from which distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child lives. Where a child lives with parents with shared responsibility, each for part of a week, the home address is the address from which the child travels to school for the majority of school days per week. If the number of days is exactly equal the home address will be that of the parent who receives the Child Benefit.

5.7 In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

6 Allocating places to Tameside resident children applying after the main allocation procedure has been completed

6.1 When Silver Springs Primary Academy still has nursery places available after the main allocation process has been completed, the Governing Body should offer places to subsequent applicants on a 'first come first served basis', as long as that child is of the correct age i.e. will become 4 years old between 1st September 2022 and 31st August 2023 (and therefore born between 1st September 2018 and 31st August 2019) and lives in Tameside. Should a Tameside resident parent request a place after the allocation process and the Academy has places available, a place should normally be offered.

7 Waiting Lists

7.1 When Silver Springs Primary Academy has allocated all its nursery places, it may operate a waiting list. If a place becomes available, it should be allocated to a child on the waiting list according to the over subscription criteria.

8 If Silver Springs Primary Academy still has nursery places available after the summer half term 2022, the following will apply

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still has nursery places available after the summer half term preceding the September that applicants wish to be admitted, these can be allocated to children who do not live in Tameside and who will become 4 years old between 1st September 2022 and 31st August 2023 (and therefore born between 1st September 2018 and 31st August 2019), according to the over subscription criteria.

9 If Silver Springs Primary Academy still has nursery places available after the start of term in September 2022, the following may apply

9.1 Offering places to children who will become 3 years old between 1st September 2022 and 31st December 2022 who live in Tameside. The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3 years old between 1st September 2022 and 31st December 2022 if there are still places available after the start of term in September 2022. Pupils will not be able to start in the nursery until the beginning of the term **after** they become 3 i.e. January 2023 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2023 as they will automatically continue in the nursery. Places must be offered using similar criteria as for the main allocation:

1 Children in Public Care (Looked After Children)

2 Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

3 Age

Children who will be 3 years old by 31st December 2022 to start in January 2023

Tiebreaker - Siblings and Distance

Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in the academy at the time of admission followed by applicants who live closest to the academy.

10 If Silver Springs Primary Academy still has nursery places available after the start of term in January 2023, the following may apply:

10.1 Offering places to children who will become 3 years old between 1st January 2023 and 31st March 2023 who live in Tameside. The governing body may decide that it will offer empty places to Tameside resident pupils who will become 3 years old between 1st January 2023 and 31st March 2023 if there are still places available after the start of term in January 2023. Pupils will not be able to start in the nursery until the beginning of the term **after** they become 3 i.e. after Easter 2023 at the earliest. Pupils accepted into the nursery in this category will not be required to apply for a place in September 2023 as they will automatically continue in the nursery. Places must be offered using similar criteria as for the main allocation:

1 Children in Public Care (Looked After Children)

2 Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs

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Age

Children who will be 3 years old by 31st March 2023 to start after Easter 2023

Tiebreaker - Siblings and Distance

Where over subscription occurs in applying criteria 1, 2 or 3, a tiebreaker will be applied to all applications remaining within the criteria. Priority will be given to applicants who have a sibling in Silver Springs Primary Academy at the time of admission followed by applicants who live closest to the academy.

NB: Parents do not have the right of appeal against the decision of the Governing Body to refuse admission to Nursery.

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