



OULTON BROAD PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

CHAIR OF GOVERNORS:	P Scarlett
HEADTEACHER:	J White
MINUTED:	20 March 2024
DATE OF NEXT REVIEW:	Spring 2026

Version	Author	Date	Change Details
1.0	J White	Spring 2017	Initial policy
1.1	L White	Spring 2019	Updated front page
1.2	L White	Spring 2020	Wording changes
1.3	L White	Summer 2021	Wording added re additional hrs
1.4	L White	Autumn 2021	Wording changed re early starters
1.5	L White	Spring 2023	Reviewed, no changes made
1.6	L White	Spring 2024	Additional wording added

The governing body of Oulton Broad Primary School is the admission authority responsible for making decisions regarding the allocation of nursery places at our school.

It must be clear to all parents that having a child educated within our school nursery does not guarantee a place in the reception class at our school. Children aged three or four years old who have an Education, Health and Care plan which names our school nursery will be offered a place.

If we have spaces available in January and April each year, we will contact parents on our waiting list to offer the opportunity for your child to start earlier than planned. We will advise you of the days we have available and allocate on a first come basis. In September, when your child is in the year before they start reception, we will re-look at your original preference and, where we can allocate from this. The allocation of hours will be subject to the oversubscription criteria set out below.

Oversubscription criteria

If we have more children on the waiting list for our nursery than we have places available we will apply the following criteria to decide on which children are offered places.

- **Date of birth:** first allocation will always go to children who will have their 4th birthday during the academic year following the September they are admitted, wanting to take their standard 15 hr free entitlement with us (each week day either morning or afternoon sessions).
- Staff with nursery age children
- **Looked after Children** (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- **Children who are the subject of a recognised child protection plan** (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
- Siblings currently in school
- Children who are ordinarily residents in the catchment area,
- Families wanting to take the extra 15hr free childcare for working parents,
- If tied on all the above, preference will go the child whose name was registered for a Nursery place first.

If after these allocations have been made, we still have sessions available, all Nursery parents will be notified and these sessions can be booked on a first come basis. These sessions are chargeable (see Nursery additional hours document).

Oulton Broad Primary School offers sessions each weekday during school term time. These will be overseen by a qualified teacher and be supported by a number of other qualified Early Years staff.

In order to help families plan their childcare in advance, places will be allocated, at the latest by the March before the September of admission. Subsequent applications will be processed as they are made, in order of application.

The subscription rules above only apply for children starting in September each year. If the school has spaces available, we will contact parents in November and February, stating hours available. These will be allocated on a first come basis.

This policy has taken into account the principles contained in

- The Department for Education :Schools Admissions Code
- Equality Act 2010
- Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds

Oversubscription criteria supporting notes

- Previously looked after children: Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders).
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Siblings: Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.
- Twins, triplets and other multiple births: Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.
- Ordinarily residents: By 'ordinarily residents' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.