



**Kilnwood Vale**  
Primary School

## Admissions Policy for Nursery for 2019/20

A child will be eligible for admission to a nursery class in Kilnwood Vale Primary School from the term after they turn 2 years old. Admission will be subject to an application being made and places available.

We propose to operate:

- part time sessions of 3 hours a day (FEET/FEE)<sup>1</sup>, five days per week either morning or afternoon
- sessions of 2 and a half days per week (FEET/FEE) (6 hour full day and 3 hour half day)
- 5 full days with 2 and a half days per week funded (FEET/FEE) and two and a half days to be funded by the parent or carer.

The admission of Nursery children is delegated to the Governing Body of Kilnwood Vale Primary School by the Board of Trustees of GLF Schools. Parents wishing to apply for a place for initial entry in September 2019 must fully complete the online application form and submit by 12<sup>th</sup> February 2019.

<https://goo.gl/forms/z1BzjsfdYAcg4eQz1>

When the Nursery is over-subscribed, the Governors will consider applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

### **Places for 3 and 4 year olds**

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<sup>1</sup> FEET -Free Early Education and childcare for two year olds; FEE -Free Early Education

**a) Looked after and previously looked after children**

Looked after and previously looked after children will receive top priority. Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) eg. fostered or living in a children's home, at the time an application for Kilnwood Vale Primary is made; and
- Children who have previously been in the care of a local authority, in accordance with section 22 of the Children Act 1989(a), and who have left care through adoption, a child arrangements order (in accordance with section 8 of the Children Act 1989 and as amended by the Children and families Act of 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask the school to admit over their Published Admission Number at other times under this criterion.

**b) Where there is a social or medical need for a place at that school**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent or carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Kilnwood Vale Primary School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a place should be made at Kilnwood Vale Primary School above any other.

**c) Children who will have a sibling at the school at the time of the child's admission**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

**d) Children who will turn 4 years old between 1 September 2019 to 31 August 2020 (this is to give priority to older children who will**

be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery). **Children who will be 3 years old between 1 September 2019 and 31 August 2020** (these children will be able to stay on in nursery for another year in 2020/21 and will be due to start Reception in September 2021).

Information about Free Early Education and childcare for 3-4 year olds can be obtained from <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-3-and-4-year-olds/>

### **Places for 2 year olds**

a) **Children who are eligible for FEET<sup>2</sup>, with oldest by term having priority**

b) **Children who are 2 years old ,with oldest by term having priority and subject to availability**

When applications exceed the number of 2 year old places, the same criteria applies as for 3 and 4 years olds (a) to (c) above

Information about Free Early Education and childcare for two year olds can be obtained from <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/>

Once children with FEET funding are placed on roll at nursery, they will be automatically entitled to take up a three year old place in our nursery and the number of places available for three year olds will reduce.

Where any category for either age group is oversubscribed applicants will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

The school will endeavour to inform parents of the outcome of their application by letter, at least one term before admission. If a parent is offered place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions will rest with the Governing Body of the school.

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<sup>2</sup> FEET -Free Early Education and childcare for two year olds

Where the nursery is oversubscribed it will operate a waiting list based on the oversubscription criteria without regard to the date of application was received or when a child's name was added to the waiting list.

Admission to the school's nursery does not guarantee admission to the Reception class. Application for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.