



**Cravenwood Primary Academy**

The best in everyone™

Part of United Learning

## **NURSERY ADMISSIONS GUIDELINES Cravenwood Primary Academy**

### **Application Procedures**

#### **1. Responsibility for admissions to the nursery class**

Responsibility for making decisions regarding admissions to the school's nursery class lies with the Principal and Local Governing Body of the School. The Principal is also responsible for the day-to-day administrative arrangements that need to be made to ensure that the policy is followed. Parents can be reassured that this policy and procedures, as adopted by the Principal and Local Governing Body of this school is entirely in accordance with Local Authority guidance in this area.

#### **2. Age range**

The nursery class at Cravenwood Primary Academy will provide education in September 2025 for children who will be four years old between 1 September 2025 and 31 August 2026.

#### **3. Applying for a place in the nursery class**

Parents should contact school up to 12 months before a place is required and no later than 31 March 2025. The School Business Manager will keep a list of pupils and the names and addresses of parents who have requested a place in the nursery class. This will be called the nursery admission list.

Parents of children on the nursery admission list will be asked to complete an application form for a nursery class place at the school. **Applications will only be accepted if accompanied by a birth certificate and a utility bill.** (These will be copied and retained for records in school).

If there are any special reasons, such as identified medical needs or special educational needs, why parents or other agencies feel a child would educationally benefit from admission to the nursery class, this information with any supporting documentation should be provided on/attached to the application form.

The length of time a child's name has been on the nursery admission list will not be taken into consideration, as long as parents meet the deadline for applying to the school on 1 March 2025. Applications received after the appropriate closing date will be regarded as late. Late applications will not be considered until all on-time applicants have been allocated places.



The Principal will inform parents by letter by 1 May whether it has been possible to allocate their child a place in the nursery class or not.

#### **4. Number of places available and hours of operation**

##### **Part-time places**

In order to offer the maximum opportunity for children to benefit from nursery education as many places as possible will be offered on a part time basis.

Consequently, places will normally be for five mornings or five afternoon sessions a week, three hours per session. There will be 26 morning places available and 26 afternoon places.

#### **5. Criteria for admission to the nursery class**

Admission to nursery classes is based on the expression of parental preference. If there are more requests for places than there are places available, the Principal will use the following criteria to decide admissions, in the order of priority shown:

##### **Criterion 1**

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

##### **Criterion 2**

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

##### **Criterion 3**

Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in Nursery. (see note (b) below).

##### **Criterion 4**

Geographical proximity to school, with those families living next nearest to the school having higher priority using the shortest route journey on foot using Google Maps from the front entrance of school to the applicant's permanent address.



## Notes

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

(b) Siblings - The LA accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school post code. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

## Permanent Address

The only address that can be considered is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, this cannot be considered as the address for the purpose of admission.

An allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

## Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of places.

In the event of two or more children living equal distance from the school, e.g. blocks of flats, the place will be decided by random selection.



**Cravenwood Primary Academy**

The best in everyone™

Part of United Learning

## **Unsuccessful Applications**

### **Waiting list**

Once places have been allocated, and where it is not possible to offer a child a place in the nursery class, the child's names will be added to a waiting list. Any places that then become available will be offered from the waiting list in accordance with the school's published criteria for admission.

### **Right of appeal**

As nursery education is non-statutory the school's decision will be final and there is no formal right of appeal to an Independent Appeal Panel, in this area. However, the Principal would be happy to discuss any concerns that parents might have.

**Attendance that falls below 75% in the nursery will be monitored by school using the same guidelines as Pupil Welfare use for children in school. Low levels of attendance may result in a place being withdrawn.**