

# Nursery Admissions Policy

## Admissions Policy

The following **Admission Rules** for applying for a nursery place will be used at Highwood Primary School. The rules will be applied in order.

Parents must apply direct to the school office for a place and places will be allocated following the school's criteria as set out below.

### **Rule 1: Special Educational Needs**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

### **Rule 2: Children looked after**

Children Looked After by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

### **Rule 3: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

### **Rule 4: Siblings**

Children who have a sibling on the roll of the school or linked school at the time of application. This applies to Reception through to Year 5 in infant, junior and primary schools.

### **Rule 5: Nearest School**

Children for whom this is their nearest community school

### **Rule 6: Distance**

Children who live nearest to the school. This measure will be obtained using Google Maps, walking details will be used. The route with less miles will be used. Children not considered under rule 4 will be considered under rule 5.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tie break will be used by applying the next rule to those children.

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's fourth birthday. If there are fewer applications than places available at a school all applicants will be admitted. If there are not enough places available, places will be allocated in the following order of priority.

## Oversubscription Criteria

If more applications are received for Nursery than places available the following criteria will be used:

### **Rule 1: EHC (Education, Health and Care)**

Children with a statement of Special Educational Needs which names the school will be allocated a place in accordance with Section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.

### **Rule 2: Children Looked After**

Children Looked After by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

### **Rule 3: Medical or Social**

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

### **Rule 4: Siblings**

Children who have a sibling on the roll of the school or linked school at the time of application. This applies to Reception through to Year 5. This will be applied to twins even if this takes the intake over number.

### **Rule 5: A child 'at risk'**

A child at risk (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

### **Rule 6: Nearest School**

Children for whom this is their nearest community school

### **Rule 7: Distance**

Children who live nearest to the school. This measure will be obtained using google maps, walking details will be used. The route with less miles will be used. *Children not considered under rule 5 will be considered under rule 6.*

### **Rule 8: Any other children**

If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children.

### **Tie break**

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer.

### **30 hour provision**

Where there is oversubscription we reserve the right to give preference to those requiring 30 hours provision.

### **Late applications**

If your application is made after the closing date it will be treated as a late application.

Late applications **will not** be considered until all on time applications have been processed and outcomes issued on Monday 10<sup>th</sup> March 2025.

### **Continued Interest List**

After places have been offered Highwood Primary will maintain a continued interest list (CI).

A child's position on the CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The school office will contact parents/carers if a vacancy becomes available.