



Early Years Part-time Admissions Policy

*"Working together
with parents, church and community
to create a distinctive environment
where the unique nature of each child
is respected and fostered"*

Consultation	Staff	Date:	Governors	Date: Jan 2015
Ratified by Governors:	January 2015			
Review Date:	Spr 2016			
Link Policies	Admissions Policy			

Copies of this policy can be found:

- On the school's VLE in the Staffroom course
- In the Policy file in the PPA room
- In the School Office

Early Years Part-time Admissions Policy

The Governing Body is responsible for part-time admissions to the school's Early Years Foundation Stage and agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Local Authority.

The school has a 26 place nursery. This means that a maximum of 52 part-time children can be admitted. Children are usually admitted for either 5 mornings or 5 afternoons. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Headteacher.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term **after** their 3rd birthday.

The part-time admission dates are:

Three Year Olds Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	April	Summer

April born children will be admitted part-time in the following September and **not** after Easter regardless of when Easter falls.

PART TIME ADMISSIONS CRITERIA

Where the number of applications for School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority

1. Children undergoing special educational needs statutory assessment or with a statement of special educational needs or Education Health and Care plan (which names the school).
2. Looked After Children (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989) at the time of admission.
3. A child who, or whose parents/guardians, resides within the parish of Hemsworth, or whose parents/guardians are on the electoral roll of that church, and who are:
 - a) **'At the heart of the church'**
A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents or the child.

b) **'Attached to the church'**

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

Parents having moved to become resident in the parish(es) mentioned above, having been on the Electoral Roll of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish.

(See Notes 1, 2 & 3)

4. A child who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission.

(See note 5 - Siblings)

5. A child whose parents/guardians reside within the parish of Hemsworth who are members of another Christian Church recognised by Churches Together in England and Wales whose Church is within the parish, who are:

(See note 4)

a. **'At the heart of the church'**

A regular worshipper. A person who worships at least twice per month. The worshipper could be one or both parents.

b) **'Attached to the church'**

A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Minister of Religion. Failure to complete this form may affect the oversubscription criteria in which your child is placed.

Parents having moved to become resident in the parish(es) mentioned above, having been Members of another Christian Church recognised by Churches Together in England and Wales, will qualify upon proof of membership being provided by the Minister of that other Church.

(See Notes 1, 2 & 3)

6. A child of parents residing within the parish of Hemsworth.

7. Other children.

NOTES

1 A map showing the ecclesiastical parish boundary(ies) is available at the school.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house and mapping software.

A map showing the admissions priority area for admissions is available at the school.

2 Parents

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

3 Home Address and Residing in

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. *Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.*

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

4 Other Christian Churches (Churches Together in England)

The Baptist Union of Great Britain

Cherubim and Seraphim Council of Churches

Church of England

Church of Scotland

Methodist Church

Moravian Church

New Testament Assembly

Religious Society of Friends

Congregational Federation
 Council of African and Afro-Caribbean Churches
 Council of Oriental Orthodox Christian Churches
 Free Churches' Council
 Greek Orthodox Church
 Independent Methodist Churches
 Joint Council for Anglo-Caribbean Churches
 Lutheran Council of Great Britain

Roman Catholic Church
 Russian Orthodox Church
 Salvation Army
 United Reform Church
 Wesleyan Holiness Church
 Ichthus Christian Fellowship
 International Ministerial Council of Great Britain

5 The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. **The Governing Body** will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the infant class size regulations.

ALLOCATING PART-TIME PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns and parental demand for flexibility.

Parents who require less than 5 sessions/15 hours per week will be considered alongside other requests.

Places will be allocated in accordance with the above part-time admissions criteria.

The school will allocate part-time places on the following dates for the following academic year.

Term child will take up Early Years Provision	Week commencing date places will be allocated
Autumn	1 June
Spring	1 November
Summer	1 February

Any applications received after the specified date will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth and identity. Examples are a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

The home address for each child is the permanent address of the parents/carers and their child. This is taken to be the address of the parent/carer who receives child benefit for the child and is assumed to be the address where the child spends the majority of the time, even if he or she lives at a different address for some days of the week.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.