



Crowle Primary Academy

Nursery Admission Arrangements Policy



This policy operates in conjunction with the following school policies:

- Admissions Policy
- Data Protection Policy

Principles

- The academy seeks to work in partnership with the local authority and other providers.
- The academy is committed to this admissions policy, which has been established following consultation, and to its operation in a fair and equitable manner.
- The academy aims to maintain and improve the quality of early education provided for nursery pupils by having an admissions policy, which supports the school's improvement planning process.
- The academy seeks to ensure that entry to the nursery is fair to all parents and pupils and not detrimental to other providers in all sectors (maintained, private and voluntary).

Application process

Crowle Primary Academy has a nursery provision offering flexible arrangements to meet the needs of our families. The academy currently offers 15 hour and 30 hour places, top up hours are also offered at an additional cost if available.

The 15 hour place is offered for either the beginning of the week (8.30am – 3.00pm Monday and Tuesday and 8.30am – 11.00am Wednesday) or end of the week (12.30pm – 3.00pm Wednesday and 8.30am – 3.00pm Thursday and Friday).

Each academic year the number of available places will be reviewed according to the staff available and the number of requests for places.

Admissions to nursery provision will not in any way increase children's chances of admission to our reception class, which has its own admissions policy.

Parents choosing to send their child to our academy will have to register their interest at the academy office, at this point parents will be asked for the child's birth certificate and proof of address. If a place is then available after the child's third birthday, parents will receive an offer. After accepting the place, we will again need to see the child's birth certificate and proof of address. At this point the parent must sign the parent agreement form which allows the academy to access the funding for the place.

Parents who secure a place will be given details of the transition programme to ensure they and their child have time to settle.

Application timetable

A child is deemed to be of nursery-age from the beginning of the term following their third birthday. Parents may register their interest in a place at any time prior to this.

The deadline for applications for the autumn term intake is 31st April, for the spring term intake is 30th September and the summer term intake is 31st January. The academy only accepts a summer term intake if there are available places and this is deemed in the best interest of the children within the setting and of the academy.

If there are remaining places, later admissions are possible however places are limited to the agreed admissions limits set annually by the academy.

30 hour places.

If a 30 hour place is offered the 30 hour code must be given to the academy by the parent by;

- 31st August for autumn term intake
- 31st December for the spring intake
- 31st March for summer intake



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Admission dates

If the child is born between:	Eligible for a free place from:
1 April and 31 August	1 September following third birthday
1 September and 31 December	1 January following third birthday
1 January and 31 March	1 September following third birthday

Mid-term admissions can only take place in exceptional circumstances and only if the academy has available places.

Oversubscription

Please refer to the academy admissions policy for the oversubscription criteria

Waiting Lists

The academy has a waiting list in place if the intake is oversubscribed.

Withdrawal of offer of place

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer within six weeks
- A child is in receipt of more than their entitlement of nursery education
- A family registering their child at two maintained settings

Refusal of admission

A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

As nursery education is not compulsory, parents do not have a statutory right to appeal against the admission authority’s refusal to award a place to their child.

Equal opportunities

The academy will implement an effective policy that ensures equality of opportunities for all, provides a welcoming and caring environment that promotes and reflects cultural and social diversity, and is equally accessible to all. Admissions to the nursery will be open, fair, inclusive and non-discriminatory.

Data protection

The academy will act in compliance with the Data Protection Policy when processing personal data. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and UK GDPR.