

HEYFORD PARK FREE SCHOOL NURSERY

ADMISSIONS POLICY

Published Admissions Numbers for Heyford Park Free School Nursery:

Each year, from September 2017, Heyford Park Free School Nursery will admit up to 26 children for each session (a session is 3 hours in a block and there are two sessions per day). Some children will be eligible for 15 hours funding (5 sessions per week); some children will be eligible for 30 hours funding (10 sessions per week). Where there is capacity outside a child's funded hours (i.e. a session has fewer than 26 registered children), parents will have the option of paying for additional sessions. The provision is term time only, and will follow the holiday schedule of Heyford Park Free School.

The 15 hours of eligible funding must be taken in one of the following ways:

- every Monday – Friday morning
- every Monday – Friday afternoon
- two days with two sessions and one half day with one session

This choice is for parents/carers to make, but will be in line with admissions criteria set out below. Once a choice is made, this is the choice for the whole academic year unless otherwise agreed in writing with the Nursery Manager.

Note that although selection criteria are similar, admission to the Nursery does not have any bearing on applications to Heyford Park Free School; applications for school places to start in Reception are made through Oxfordshire County Council in the normal way.

Heyford Park Free School Nursery will provide for the admission of children at the beginning of the full term following their third birthday, in line with statutory funding, i.e.

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

Admissions are normally three times per year, for as long as places are available, however parents of children who turn 3 in the first half of a term have the option of admissions at the beginning of the half term after the child is three, subject to availability and payment by the parent/carer (October/February/May.)

Funding and entitlement are based on a three-term year, and places therefore start in September, January or April.

Parents will be notified whether a place is available for their child in the first week of the preceding term e.g. the first week of term in September for places due to start after Christmas. All applications received by 2pm on the last day of the preceding term will be considered together. Applications made later than this will be dealt with on a case by case basis subject to the admissions criteria.

Admissions Arrangements and Over-Subscription Criteria:

In accordance with legal requirements, children who have an EHC Plan which names Heyford Park Free School Nursery in Part 4 of that Plan will be admitted to the school¹.

If funded for 15 hours, children must access all 15 hours in our setting; however if a child is eligible for 30 hours funding, this may be split with one additional provider, with a minimum of 15 hours at Heyford Park Free School Nursery. Funded places take priority over additional sessions paid for by the parent/carer. Once a parent/carer has committed in writing to paying for a minimum of 2 specific additional sessions per week, for a block of one full term or longer, these take priority over a new applicant.

If there are more applications than places for Heyford Park Free School Nursery, the oversubscription criteria are shown below in descending order of priority.

1. Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).²
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010. The required supporting evidence for this criterion will be a Doctor’s letter from the child’s registered GP.
3. Children with siblings (i.e. a whole, half, stepbrother or stepsister resident at the same address) who are already on roll at Heyford Park Free School Nursery or who are on roll at Heyford Park Free School and will still be on roll in either establishment when the child is admitted to the Nursery.
4. Those children whose permanent address is closest to the Heyford Park Free School by the nearest designated public route as defined on the Directorate for Children Education and Families Geographic Information System – utilising the measuring system currently in operation by Oxfordshire County. This system measures the distance from the “seed point”³ of the house, as

¹ Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. This is therefore not an oversubscription criterion and in these admission rules this requirement is listed for reasons of clarity and simplicity.

² A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

³ “Seed Points” are designated by Ordnance Survey using information provided by Royal Mail and City/District Councils. They always fall within the bounds of the property, and are accurately measured up to the nearest 10 centimetres. For full details, please refer to Oxfordshire County Council’s document “Measuring Distance from Home to School. This can be requested from the council or downloaded online

identified in Royal Mail's Ordnance Survey, to the nearest open gate of the school. In cases where parents have shared responsibility for a child, meaning those instances where the child spends equal time with each parent, the permanent address of that child will be the address at which the child is registered with their GP.

Tie Break Policy:

Please note, where two or more applicants may otherwise have equal priority, random selection will be used to determine the place allocation. Children's names will be randomly selected from the total list of tied applicants by someone unconnected with the Heyford Park Free School or Heyford Park Free School Nursery. The first names selected will be offered places.

Waiting Lists:

Heyford Park Free School Nursery will maintain a clear, fair and objective waiting list. Whenever a child is added to the waiting list, all other children on the list will be re-ranked according to the over-subscription criteria.

Priority on the waiting list will not be given in accordance to the time of the application, or the date at which the child was added to the waiting list.

Further, it must be stated that looked after children or previously looked after children, as well as those children allocated to the school via the Fair Access Protocol, will be given a place at Heyford Park Free School Nursery before those on the waiting list.

Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Nursery Deputy Manager in the first instance and then to the Admissions Committee of the Governing Body at Heyford Park Free School who has the ultimate decision regarding admissions.

There is no statutory right of appeal.

Procedures for monitoring and reviewing this policy:

This policy will be reviewed at least annually.

This review: November 2017