

## OUTWOOD PRIMARY ACADEMY PARK HILL

### Early Years Admissions Policy – Universal and Extended Entitlement for 3 and 4 year olds

Outwood Grange Academies Trust is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has a 39 place nursery. Therefore a maximum of 39 universal places will be offered.

The school will offer maximum 8 of these places for the extended offer. This number may change at the discretion of the headteacher but only after all children have been allocated a place for the extended entitlement.

### PART-TIME ADMISSION DATES

A child can be admitted to early years 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	after Easter	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

1. Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
2. Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority. This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;
3. Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;
4. Other children who live in the school's catchment area;
5. Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
6. Other children by age order (admitting eldest first).

## **ALLOCATING PLACES both Universal and Extended**

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.

**Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests. The extended entitlement allows up to 15 additional hours (parents are not required to take all additional 15 hours).**

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

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following dates:

<b>Term child will take up Early Years Provision</b>	<b>Week commencing date places will be allocated</b>
Autumn	May
Spring	October
Summer	February

The school will allocate extended entitlement places on the following dates:

<b>Term child will take up Early Years Provision</b>	<b>Week commencing date places will be allocated</b>
Autumn	May
Spring	October
Summer	February

Allocation of extended entitlement places will be on the assumption that the parent is eligible for the extended entitlement should this not be the case the school will remove the place. If all extended entitlement places have been allocated then the school may, at the discretion of the headteacher, agree to offer any spare places and charge the parent. All charges should be set out in the schools charging policy and should be recorded separately on the schools budget.

Any applications received after the specified dates 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, identity and the parent's eligibility for extended hours as appropriate.

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.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school/academy will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

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.