St John and St Nicolas Schools Federation | For the good of all through curiosity, creativity and love

Policy Title:	**Admissions (St John's Nursery) 2024-2025**
Policy Reference:	**SJN077**
Description:	Admissions arrangements for 2024-2025
Status:	Approved by Governing Board
Category:	Statutory
Review frequency:	Annually
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.1**
Other relevant policies:	Admissions (St John's Reception), Admissions (St Nicolas Year 3)
Date for Review:	September 2024

Change Record				
Version Number	**Date Approved**	**Governing Board Minute Reference**	**Description of Amendments**	**Review Date**
1.0	*17.10.22*	*Admissions Minutes 07.10.22 FGB Minutes 17.10.22*	*Placed in federation format with new first paragraph added and updates to dates made.*	*Sept 2023*
1.1	*04.12.23*	*Admissions Minutes 02.10.23 FGB Minutes 04.12.23*	*Minor amendments to bring in line with Reception Admissions policy plus date changes*	*Sept 2024*
1.2				
1.3				
1.4				

Index

		Page
1.	Admission arrangements for nursery	2
2.	Oversubscription criteria	3
3.	Notes	5
4.	In-year applications	7
5.	Tie-breaker	8
6.	Procedures	8
7.	Absence	8
8.	Session Allocation	8
9.	Waiting List	8
10.	Register of Interest	8
11.	Notes regarding admission to the reception year of St John the Evangelist School	9

St John and St Nicolas Schools Federation

Admission arrangements for St John the Evangelist Nursery School 2024-2025

At St John and St Nicolas Schools Federation, the vision is 'For the good of all – through curiosity, creativity and love.' This vision applies equally to the federation's admissions policies and the aim is for our policies to be applied as fairly as possible to meet the needs of all members of our schools' community.

As a church school, we welcome applications from Christian families and those of other faiths or none. We ask parents *(see Note 1)* applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors of the federation are the Admission Authority and are responsible for administering the admission arrangements for nursery. These arrangements are specific to parents of children applying for a place in the nursery class within the Foundation Stage Unit of St John the Evangelist School.

These arrangements have been reviewed for admission to nursery from September 2024 and will be reviewed annually alongside the admission arrangements for reception year.

The school offers 26 morning nursery places at core entitlement (15 hours) No fees or charges will apply at any time for the core entitlement.

Should there be more applications than places available, we will use the oversubscription criteria shown below.

Please note that this policy will be applied each September, and therefore a child admitted as a three year old does not automatically stay in nursery for a subsequent year. Applications will be invited again for the following September's admission round, with an end of February deadline, and places will be allocated according to that year's oversubscription policy. A pupil's final term in nursery will be the term before they will attain the age of 5 unless they have been offered and accepted a school reception place within the Local Authority's admission arrangements and co-ordinated scheme.

There is no automatic transfer from the nursery class to the school and a place at the nursery will provide no advantage when seeking a school place.
Applications for school places must be made on the LA Primary School Admission Form. All school places will be allocated in accordance with the Primary Co-ordinated Admissions scheme.

Oversubscription Criteria
Regardless of age, priority will be given to children with Education, Health and Care plan, naming St John the Evangelist School, before allocation of further places. Thereafter, applications will be considered against the following criteria:

Age 4
A.**Looked After Children** and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. *(See Note 2)*

B.**Families who have exceptional medical or social needs** that make it essential that their child attends St John's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. *(See Note 3)*

C**. Catchment Area Siblings**
Children whose permanent home address *(see Note 4)* is in the school's designated catchment area and with a sibling (*see Note 5)* living in the same family unit who is already on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

D.**Catchment Area St Nicolas School Siblings**
Children whose permanent address is in the school's designated catchment area and with a sibling living in the same family unit **either** (a) who is already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to be on roll at the time of entry or (b) on the Year 2 roll of St John's School at the time of application and has applied for a place at St Nicolas School for September 2024.

E.**Catchment Area Pupils** - Children whose permanent home address is in the school's designated catchment area.

F.**Siblings** - Children whose permanent home address is out of the school's designated catchment area with a sibling living in the same family unit already on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

G.**St Nicolas School Siblings** - Children not living within the designated area served by the school, but have a sibling living in the same family unit already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

H.**All other applicants.**

Age 3 ***(see Note 5)***

I.**Looked After Children** and children who were previously looked after, including those children who appear to have been in state care outside England but ceased to be so as a result of being adopted. *(See Note 2)*

J.**Families who have exceptional medical or social needs** that make it essential that their child attends St John's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. *(See Note 3)*

K**. Catchment Area Siblings**
Children whose permanent home address *(see Note 4)* is in the school's designated catchment area and with a sibling (*see Note 5)* living in the same family unit who is already on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

L.**Catchment Area St Nicolas School Siblings**
Children whose permanent address is in the school's designated catchment area and with a sibling living in the same family unit either (a) who is already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to be on roll at the time of entry or (b) on the Year 2 roll of St John's School at the time of application and has applied for a place at St Nicolas School for September 2024.

M.**Catchment Area Pupils** - Children whose permanent home address is in the school's designated catchment area.

N.**Siblings** - Children whose permanent home address is out of the school's designated catchment area with a sibling living in the same family unit already on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

O.**St Nicolas School Siblings** - Children not living within the designated area served by the school, but have a sibling living in the same family unit already on the roll of St Nicolas School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be on roll at the time of entry.

P.**All other applicants.**

Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:
a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.
If you are in any doubt, please contact the school for advice.

Note 2: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3: When applying under criterion B (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John's School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: Children whose permanent home address is within the designated catchment area of the school. This is shown on the map at www.westberks.gov.uk/catchment, a copy of which is available on the school website or from the school office on request and will be provided with any paper copies of the policy.

By normal home address, we mean the child's permanent home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned or rented by the child's parent/s or person with legal care and control of the child.

In the majority of cases, applicants rent or own one property. However, family circumstances vary, so we have identified below how we will consider different cases:

- *If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:*
  - *your owned property is rented and*
  - *you have been living at the rental address for at least 1 year (we will require proof)*
  - *In some cases, we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.*
- *If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.*
- *If your permanent home address is not owned or rented (for example, living with parents), we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year, we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.*
- *If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.*
- *Where parental responsibilities are shared and the child/children live at both parents' addresses, either address will be considered the permanent address, but only one address can be used on the application form and only one application can be made for each child. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:*
  1. *any legal documentation confirming residence, such as the legal separation documents*
  2. *Information on the actual pattern of the residence*
  3. *the period of time over which the current arrangement has been in place*
  4. *confirmation from any previous school of the contact details and home address supplied to it by the parents*

5. *where the child is registered with their GP*
6. *Council Tax bill payments*
7. *any other evidence the parents may supply to verify the position.*

Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.
The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided.

If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where they sleep for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at their parent's address. For example, if they are resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents/carers are moving or plan to move, and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if evidence such as exchange of contracts or a tenancy agreement to confirm a completed move and actual residence at the new address is received by 31st January for a primary place (see moving house in the School Admission guides at: www.westberks.gov.uk/primaryadmissions)

Confirmation received after the initial allocation process will not be taken into account until immediately after allocation dates when waiting lists will be adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence.

Note 5: By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

In-Year Applications
Applications are invited during the year from all children aged both 4 and 3, and will be considered against the oversubscription criteria above whenever a place is available.

Applications from children to attend nursery as soon as they have reached their third birthday will only be considered in the **term/half term** before their birthday.

Application forms for nursery are available from the school. Parents who have already registered an interest (see paragraph 10 below) in the nursery will be sent an application form at the appropriate time. The forms will request the following:

1. Name & Date of Birth
2. Gender
3. Address & Telephone contacts/ email address
4. Declaration from parent/carer to determine if child is/ would be attending another setting
5. Parent / Carer details
6. Signature / Date of application

If your application is successful, we will also require a date of birth/passport check for your child prior to admission.

Tie Breaker

Within any of the oversubscription criteria priority will be given to the applicant whose normal home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System, taking a straight line between the home address and the school using the unique property points within the National Land and Property gazetteer (NLPG). This will serve to differentiate between pupils in criteria A to L should the need arise.

Procedures

- Parents must confirm acceptance of place within 2 weeks following the offer of a place
- A written explanation will be given for unsuccessful applications
- There is no appeal process for Nursery allocation

Absence

- Any child with un-authorised absence for a period of 15 consecutive school days may have their place withdrawn
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process

Session Allocation

- The core entitlement will consist of a maximum offer of 5 x 3 hour, part time sessions per week
- The school will need confirmation that the child is not being funded in the private sector or within another county

Waiting List

- A waiting list will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria

Register of Interest

- Parents can register an interest in the nursery or school from the age of 2. Register of interest forms are available on the school website or direct from the school

- Visits to the school are encouraged
- A register of interest form is not an application form.
- We will use the information to seek confirmation that parents are intending to apply for a nursery place at the school, at the appropriate time.
- An application form will be sent in good time to enable parents to adhere to the timescales.

Notes regarding admission to the reception year of St John the Evangelist School
For reception year applications to school please read the admission arrangements for reception year. The governing board of the federation is responsible for deciding on admissions to St John the Evangelist School, but works in partnership with West Berkshire admission authority to co-ordinate admissions to maintained schools. Details of the Local Education Authority arrangements for West Berkshire Schools and Voluntary Aided Church Schools are available in the West Berkshire booklet which is available on the West Berkshire Council website: www.westberks.gov.uk.

Please note:
- Parents of children who are admitted for nursery provision at St John the Evangelist School must apply for a place at the school if they want their child to transfer to the reception class.
- Attendance at St John's nursery does not guarantee admission to the school. Applications for school places must be made on the Application Form available on line on the West Berkshire website (www.westberks.gov.uk)
- Allocation of Places will be in accordance with the Primary Co-ordinated Scheme.

Term to commence school education	Application deadline	School to notify parents by
Autumn 2025	January 2025	April 2025

For further information, in the first instance, please contact:

School Office, St John the Evangelist School, Old Newtown Rd, Newbury, West Berkshire RG14 7DE.

Telephone: 01635 41281

Fax: 01635 38264

Email: office@stjohnev.w-berks.sch.uk