Bacup Nursery School

Admissions Policy

The nursery schools and classes listed in section 5 of the complete Nursery Admissions booklet (available on our website www.lancashire.gov.uk/schools) fall into two categories.

For those which are designated as community or voluntary controlled (C or VC) Lancashire County Council determines the admission arrangements. For voluntary aided, foundation and academy (VA, F and AC) nursery schools and classes, it is the individual Governing Bodies which set the admission arrangements.

. (i) Children in public care (looked after children) or those children at risk of becoming looked after.

. (ii) Children with statements for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school/setting.

. (iii) Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.

. (iv) Children who will have a sibling in attendance at the time of their admission.

. (v) Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).

. (vi) Those living nearest the school/setting.

Notes

- In relation to (i), (ii), (iii), (iv) and (v) parents must provide the necessary evidence and contact names/e-mail/telephone numbers with their application. (
- For criteria (iv) siblings are defined as brothers, sisters, step brothers, step sisters, half brothers, half sisters, adopted and fostered children living with the same family at the same address. (
- In relation to (vi) measures will be in a straight line (centre of building to centre of building). (
- Criteria (vi) will be used as a tie break should there be oversubscription within any of the stated (admission criteria. (In most cases children will be admitted to the nursery school or class of their parent's preference. Occasionally however a school or class will receive more applications than there are available places. Parents will be able to seek provision elsewhere and can also request that their child's name be placed on a waiting list for places at their preferred school or class. Should places become available then these will be offered in accordance with the published admission criteria **and not on a first come first served basis.** (**Medical Social and Welfare Reasons** (If you feel that there are exceptional medical, social or welfare reasons associated with your child and/or family which support admission to a particular nursery you must indicate that this is the case on your application. These may include serious medical or psychological needs or disabilities which make travel more difficult. (**Please bear in mind that all nurseries can make provision for special educational needs and can also manage common medical conditions e.g. asthma, epilepsy, diabetes.** Where exceptional medical, social or welfare reasons are identified supporting evidence will be required. This may be from whatever source(s) the applicant feels are most appropriate. (

Examples of providers evidence are doctors, health visitors, social workers. Only exceptional reasons relevant to a particular school or class will normally be considered.

If you do not provide supporting evidence then it will not be possible to consider the application under the medical, social and welfare criteria.

Parents may apply for nursery places and send supporting evidence at a later date. It is strongly recommended that this is submitted by the closing date for applications.

After the closing date, during the early stages of the allocation process, all claims of exceptional medical, social and welfare reasons are considered. Where the reasons claimed are not considered exceptional, then the application will then be dealt with under the other admission criteria for the nursery school/class.

All information which is submitted will be considered as being confidential.

Training, education, local work or local established child care.

If you require that an application for a nursery place be considered under this criteria then you must provide evidence to support your application. This may include:-

- written confirmation from a college/training provider of your future enrolment or current participation.

This should confirm the start and end dates of any programme and the day and hours per week of your participation.

- written confirmation from an employer of your place/address of work and the days/hours per week involved.
- written confirmation from a child minder about any existing or ongoing child care arrangements including the date on which they started and the address where the child is situated under the arrangement.

Single Remaining Place – Additional Tie Break If a single place remains available at a nursery school or class and the next application is for twins/triplets etc then flexibility will be exercised wherever possibly to allocate places for both/all of the children. Individual nursery schools and classes must liaise with the Local Authority if this situation arises. Where a single place remains and there is more than one remaining applicant, an additional tie break may occasionally be required e.g. where there are two identical measures for the single remaining place. In these circumstances a random draw will determine which child will be offered the place.

Flexibility

Children are admitted on a part time basis, either five mornings or five afternoons which totals the 15 hours free per week.

Children must attend their full allocated hours. The decision is made in the best interests of the child at the headteacher's discretion. Additional sessions are available through the nursery school for a fee.

Extended Entitlement (30 hours)

Children must attend their full allocated hours. Children who are eligible for 30 hours may split their 30 hours into 15 hours at Bacup Nursery School and 15 hours with a local childminder. This will only be permitted with prior permission from the headteacher and a written agreement. Bacup Nursery School will then provide the Universal Entitlement of 15 hours.

VOLUNTARY AIDED, FOUNDATION, ACADEMY OR FREE SCHOOL NURSERIES Please note that the Governing Bodies of these nursery schools and classes determine their own admission arrangements and the criteria for admission may therefore be different from those detailed above (e.g. there may not be a medical, social, welfare criterion). You are advised to contact an individual nursery school or class if you wish to clarify its admission criteria.

ENTITLEMENT TO FREE PROVISION Please note that if you have access to 15 hpw of free provision at a maintained* nursery school or class then you cannot also have free provision at a private, voluntary or independent nursery.

(* Maintained means funded via the Local Authority)

ACCURACY OF APPLICATIONS

In relation to all applications individual nurseries and the Local Authority or the governing body of a voluntary aided or funded school/class will investigate the accuracy of any information which is provided. Places may be withdrawn if they have been offered based on inaccurate information.

Reviewed annually.