



# AVANTI COURT

## PRIMARY SCHOOL

### Nursery Admissions Policy 2016-2017

Ratified: May 2016

To be reviewed on: November 2017

## **Introduction**

Avanti Court Primary School is part of the Avanti Schools Trust, which is a significant but focused multi-sponsor/proposer of high quality education for all with a growing number of schools. The school started as a VA school and converted into an academy in December 2015.

We hold an open and inclusive approach to faith education, welcoming children from all faiths and backgrounds. The school was opened in September 2012 with 120 Reception children and 30 Year 1 children. Each year the school will grow incrementally. The four-form entry school will be full by 2018.

The Ethos Statement of the school reflects its distinct character, which is based upon: Educational Excellence, Character Formation and Spiritual Insight.

The school offers a Nursery provision for children aged from 3 to 4 for 52 pupils. For a place in our nursery please visit the school office or our website for further information.

## **Admissions**

The Governing Body intends to admit no more than a total of 52 pupils into its Nursery in September 2016 and in January 2017. It is their intention that admissions will be in the following categories:

- 1) 13 Hindu children (completed SIF forms required additionally)
- 2) 39 children of any faith and other applicants.

In case of under subscription in category 1, places will be available in category 2. In the case of over subscription in category 1, unsuccessful applications will be put in category 2.

**The submission of an application does not guarantee an offer of a place at the School.**

## **Over Subscription Criteria**

Where there are more applications for places than the number of places available in each of the above categories, places will be offered according to the following order of priority:

- a) Children who are adopted, looked after by a local authority, or a child who was previously looked after
- b) Children for whom the school is appropriate on genuine medical or social grounds
- c) Children with siblings who are already on roll in the school and will still be on the roll when the child is admitted
- d) Children of members of staff employed directly by Avanti Court Primary School at the time at which the application for admission is made
- e) Remaining applicants.

Those students who are eligible for a nursery place in September 2016 have priority over those eligible for a place in January 2017 up to 1st November 2016.

## **Tie-break**

In the event of more applicants than places available within each of the above criteria, priority will be given to children living nearest the school. Distance will be measured from the main gate of the home address to the main gate of the school site using the Local Authorities measurement technology. In cases where more than one applicant lives equidistant from the school, and places cannot be offered to all these children, the available place will be determined by random allocation supervised by a person independent of the school.

### **Statement Children**

The law provides a separate process for the admission of children with a Statement of Special Educational Need. The governing body will work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs.

### **In year admission**

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available then the school will communicate any offer of a place. If more applications are received than there are places available applications will be ranked by the governing body in accordance with the admissions/over subscription criteria above.

### **Admissions Procedure for entry to Nursery in September 2016 & January 2017**

All applicants have to apply **directly** to the school:

- 1 When to apply
  - a) Applications should be made by **4<sup>th</sup> July 2016 for entry in September 2016 and for entry in January 2017.**
- 2 How to apply –All applicants
  - a) To apply for a Nursery place, a Nursery Application Form must be completed. The form is available from the school website: <http://avanticourt.org.uk> or the school office and should be completed and returned to the school.
3. Applications on the basis of being Hindu
  - a. Those wishing to apply on basis of being Hindu should complete the Supplementary Information Form (“SIF”) in addition to completing the procedures applicable to all applicants mentioned above.
  - b. The SIF which is part of the main application form should be completed and returned to the school. The SIF form can be downloaded from the school’s website at: <http://avanticourt.org.uk> or the school office.

### **4. Offer Date**

For admissions in September 2016, a letter to parents offering a place will be sent by the school to where the child lives on 13<sup>th</sup> July 2016. The closing date for acceptance will be 10<sup>th</sup> July 2016. Home visits will take place the week of: 5<sup>th</sup> September 2016.

For admission in January 2017, a letter to parents offering a place will be sent by the school to where the child lives on: 13th July 2016. The closing date for acceptance will be 10<sup>th</sup> July 2016. A

meeting at school between the parent and class teacher will take place the week of: 5<sup>th</sup> December 2016 for pupils joining Nursery in January 2017.

Those students who are eligible for a nursery place in September 2016 have priority over those eligible for a place in January 2017 up to 1 November 2016.

**Parents who the school is not able to offer a place to will be notified and put on the waiting list**

**5. Response by Parents**

The offer of a place may be withdrawn if parents do not respond by the deadline stated in the offer letter.

**6. Waiting List**

For those applicants who do not receive an offer of a place, children will be placed on a waiting list; parents must advise the school, in writing, if they wish for the child's name to be removed from the waiting list. The school may check with parents, from time to time, to establish whether they wish their child to remain on the waiting list. The child's place on the waiting list will be determined at all times in accordance with the oversubscription criteria.

Following the application procedure for Nursery places, and once initial offers have been made, the waiting list will be adjusted to include late applications. A child's position on the waiting list will not depend upon when the application was made, but will be determined by how the oversubscription criteria are met. This means that a child's position on the list can go down as well as up, depending on the circumstances of all applicants. In the event of a vacancy occurring, the place will be offered to a child on the waiting list starting with the one at the top, at the time, and working downwards until the vacancy is filled.

**7. Late Applications**

Late applications will only be considered if there are still places after the closing date of: 10<sup>th</sup> July 2016 for acceptances. The school cannot guarantee a place after this date so it is advisable to apply before the closing date for applications to ensure your child has the best possible chances of being offered a place.

**8. In-Year Applications**

Applications for Nursery received after the start of the academic year of normal entry should be made directly to the School. Application is by completion of the Nursery Application Form (and SIF form if applicable) which is available online or at the school office.

**9. Right of Appeal**

Parents who receive a letter to say that their application has not been successful have the right to appeal. Parents wishing to appeal must write to the Chair Governors at the School address, within 20 days of receiving the letter of refusal. The procedure will be explained in a response by the School.

**10. Children from Overseas**

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this will be available on the website of the Department for Education.

**12. Fair Access Protocol**

Avanti Court Primary School is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under a local Fair Access Protocol that has been agreed for that school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

**When can my child join Nursery?**

<b>Child born between:</b>	<b>Eligible for a free nursery place:</b>
1 January – 31 August 2013	Autumn term 2016
1 September – 30 December 2014	Spring term 2017