

Cowley St Laurence CE Primary School

NURSERY ADMISSION POLICY

For Academic Year 2020/2021

This policy should be read together with the notes and definitions on page 3.

Cowley St Laurence CE Primary School is a Church of England Primary School and is part of LDBS Frays Academy Trust. The School is founded on Christian principles and with a Christian ethos that underpins all that happens in the School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths, and none, are warmly welcome to apply. When considering applicants, priority will be given to children who regularly attend a Christian Church. These arrangements and the admissions criteria are reviewed annually.

All children whose Educational Health Care Plan names Cowley St Laurence CE Primary School will be admitted.

There are 50 places available in Nursery (divided into AM or PM sessions, and 30 hour places dependent on demand). To ensure each child attending Nursery benefits from the educational provision available, full attendance is necessary.

The offer and acceptance of a place in Nursery does not give automatic right of entry into Reception class. Parents will need to apply for a full-time school place in due course.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the following criteria will be used.

- 1 Children who are in Public Care, or children previously looked after but immediately after being in care became subject to an adoption, child arrangements, or special guardianship order.
- 2 Children of Staff of the Trust
 - a) Where the member of staff has been employed for two or more years at the time of application, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 3 Children whose families (one parent is sufficient) regularly worship at St Laurence Parish Church, Cowley at least twice per month and have done so for the last two years. This should be supported by the parish priest's reference using the school's Supplementary Information Form.
- 4 Children whose families (one parent is sufficient) are regular worshippers in another Anglican parish, at least twice per month and have done so for the last two years. This should be supported by the parish priest's reference using the school's Supplementary Information Form.
- 5 Children whose families regularly worship in the church of a Christian denomination which is a member of, or affiliated to, Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice per month and have done so for the last two years. This should be supported by a reference from the parish priest (or equivalent) using the school's Supplementary Information Form.
- 6 Other applicants, based on the proximity of their homes to the school. Priority will be given to applicants who live closest to the school.

Priority will be given in each category above to:

- (a) Children with documented acute medical or social needs, where a letter from a doctor or social worker details their need for a place at Cowley St Laurence CE Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application.
- (b) Children who have a member of their immediate family with acute medical or social needs where a letter from a doctor or social worker details the necessity for the child to attend Cowley St Laurence CE Primary. Details must be given at time of application.
- (c) Children who have siblings attending the school at the time they start school.
- (d) Children who have been attending The Pond and who were eligible for 2 Year Old funded education.

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria, allocation will be made by random allocation i.e. lottery. This will be done in the presence of an independent witness.

WAITING LIST

If Cowley St Laurence CE Primary School cannot offer a Nursery place, parents will be offered the opportunity of placing their child's name on the waiting list. Please note that the list will be re-ordered in accordance with the oversubscription criteria whenever a child leaves, or is added to, the waiting list. Therefore, it is possible a child may move up or down the list.

WHEN CAN MY CHILD START NURSERY

Children born between 1st September 2016 and 31st August 2017 will be admitted to Nursery in September 2020
Children born between 1st September 2017 and 31st August 2018 will be admitted to Nursery in September 2021

IN-YEAR ADMISSIONS

Parents wishing to apply for a place at Cowley St Laurence CE Primary School Nursery, other than for a September start, should complete the School's application form and return it to the School. The form will be reviewed by Head of School and a place will be offered if available. If a place is not available, parents will be given the option of being placed on a waiting list.

CHILDREN OF UK SERVICE PERSONNEL OR CROWN SERVANTS RETURNING FROM OVERSEAS

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the Nursery be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

ADMISSIONS APPEAL COMMITTEE

Parents do not have the right of appeal against a decision not to admit a child to a Nursery Class

WITHDRAWAL OF PLACES

If the school and / or Frays Academy Trust are given false or misleading information, the Academy Trust reserves the right to withdraw the offer of a place to the child.

Notes and Definitions

- Hillingdon Local Authority coordinates admissions on behalf of schools in the borough for Reception applications; all in-year admissions will be coordinated by the School.
- 'Families' normally means parents or legal guardians.
- Siblings must be living in the same household as the applicant and attending Cowley St Laurence CE Primary School at the beginning of the term in which the younger child is due to start full-time education. The term 'sibling' includes brother or sister, half brothers and sisters, step-brother or sister, adopted or foster children but does not include any other relationship to the applicant. The child of the parent/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 is also included. Cousins or childminder's children with whom the child may have grown up do not qualify. We reserve the right to ask for proof of sibling relationships.
- 'Regular worship' means attending a service of public worship on at least two occasions each month. For all churches, this regular worship must have taken place for the last two years.
- Distance will be measured in a straight line from the child's home address (including flats) to the school office, using a computerised measuring system, with those living closer to the school receiving higher priority. In the case of two children having the same distance random allocation will be used.
- A waiting list will be maintained until such time as all those on the waiting list have been offered a place and either accepted or declined that place.
- Proof of address will be required on application.