

Garden City Academy



Policy for Nursery

Trial for 2017 – 2018 Academic Year ONLY

The persons responsible for this policy are:

Mrs Jenny Redgrove (Headteacher)	Signed <i>J Redgrove</i>	Date September 17
Mrs Linda Meredith (Chair of Governors)	Signed <i>L Meredith</i>	Date September 17

This policy is subject to termly review by the Governing body during the 2017-18 academic year.

This policy states our approach to providing education via the Nursery at Garden City Academy for Academic Year 2017-18. Our aim is to support and implement the government's policy set out in the Childcare Act 2016, designed to help working families reduce the cost of childcare. This also supports parents back into work or to work more hours, should they wish to do so.

- **15 Hours Free Early Education** - All 3 and 4 year olds are entitled to 570 hours of free early education per year, equal to up to 15 hours per week for 38 weeks of the year.

Garden City Academy will be offering up to 15 hours of high quality Free Early Education for eligible families. We believe this approach best meets the needs of the local community surrounding our school, allowing as many local families as possible to benefit from Nursery education.

Our Offer (to be read in conjunction with Appendix 1 – Offer Conditions)

15-hours Free Early Education

Children receive high quality education as three-hour sessions across five mornings Monday to Friday during term time 9am – 12.00pm.

Admissions

The Garden City Academy Governing Board are responsible in law for the admission of Nursery pupils. By agreement, Governors will apply the admissions criteria to all applications they receive.

The administration of Nursery places is completed by the School Office, who will contact parents / carers. Where there are more applications than places, children will be allocated places according to the following policy and priority order:

1. **Child Looked After (CLA) or with Education, Health & Care Plan (EHCP)**
The school does not have any specific units or facilities for pupils with physical disabilities. As far as possible we will ensure that pupils with disabilities have access to the same opportunities as other pupils.
2. **Children with a sibling** - both siblings should be attending the School or Nursery at the time of admission.
3. **Children of Staff**
4. **Children whose home is closest to the school**
5. **Children whose parents are entitled to and will receive the 30-hours Free Extended Childcare funding**

Please see 'Appendix 2 – Admissions Criteria Definitions' section for detail on all above criteria.

Where the application of the above criteria results in a situation where there are more children with an equal right to Nursery admission than the number of

available places, priority will be given to those living closest to the school as measured using Google maps.

Where the distance measurement results in more than one child having an identical claim to the last available place (families residing in flats) priority will be given to the lowest house number.

Please note

- Attendance at the Nursery does not guarantee entry to the main school. You will need to apply separately for admission to Garden City Academy via the Local Authority.
- If you have more than one child going through the application process at the same time, you must make a separate application for each child.
- The school will admit over the Published Admission Number (PAN) when a single twin/multiple birth child is allocated the last place at a school.
- If parents are unsuccessful in securing a Nursery place there is no appeals process. A continuing interest list will be maintained until the end of the Summer term with places being allocated on proximity to school.

The admission application form is available for parents to download via the school's website OR by requesting a paper copy from the School Office.

Completed forms should be submitted before the closing date either via email, post or in person to the School Office. Please see the ' Application Timeline' section for key dates within the admissions process.

There are **28** Nursery places (PAN) available to children who celebrate their fourth birthday during the 2017-18 academic year (1st September – 31st August). These places are offered as a mix sessions:

- 3 hour daily half day morning sessions for **15 Hours Free Early Education** families

Admission Key Dates

Please note the key dates in the Admissions process to ensure your child is considered for a place within our Nursery.

Key Date	Admissions Activity
4/12/17	Admissions open
5/3/18	Admissions close
Week commencing 19/3/2018	Offers made to parents / carers
16/4/2018	Parent / carer response deadline

Curriculum

Education during morning sessions will be Teacher led and children initiated learning to comply with the Early Years and Foundation Stage curriculum.

Appendix 1 – Offer Conditions

Conditions applicable to **ALL** Nursery children

1. All children are expected to wear the same uniform as the children who attend Hillshott Infant School. This can be purchased via Tesco online.

Appendix 2 – Admission Criteria Definitions

Children Looked After as defined by LA

Highest priority is given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. A CLA is a child who is

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989). All children adopted from care who are of compulsory school age are eligible for admission under rule 1.

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.

Special Guardianship

This is an order made by the court that places a child or a young person to live with someone permanently and gives legal status for non-parents who are or wish to care for that child or young person in a long term secure placement. The Adoption and Children Act 2002 introduced special guardianship and special guardianship orders.

Siblings

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a CLA previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time of application. If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a CLA in a respite placement or very short term or bridging foster placement.

Home Address

The address provided must be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications. Please see 'Admission Key Date' section for specific date detail.

"Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. Where a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

Staff

Anyone employed by the school at the time of admission, where the school holds the contract. Parent must be the biological or adoptive parent or has other legal responsibility for that child, or has been cohabiting with the parent of the child. The child must reside at the same permanent address of the staff member at the time of application. Clarification evidence will be requested.

Home to school distance measurement for purposes of admissions

This will be measured using Google maps.

Fraudulent applications

The school will do as much as possible to prevent applications being made from fraudulent addresses. If any doubt exists over address detail, evidence will be requested, monitored and checked. Nursery places will be withdrawn when false information is deliberately provided with action taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school / setting
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of application