



Willow Green Academy Model Early Years Part-time Admissions Policy 2016-17

Willow Green Academy and its Education Advisory Board (EAB) is responsible for part-time admissions to the academy's Early Years Foundation Stage and agrees to follow the Early Years Part-time Admissions Policy set by Wakefield Council.

The academy has a 52 place nursery. This means that a maximum of 52 part-time children can be admitted. Children are usually admitted for either 5 mornings or 5 afternoons. Any other variations are subject to availability of places, proven parental demand for flexibility and at the discretion of the Head of Academy.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term **after** their 3rd birthday. The part-time admission dates are:

Three Year Olds Born Between	Month of Part-time Admission	Term of Part-time Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

April born children will be admitted part-time in the following September and **not** after Easter regardless of when Easter falls.

PART-TIME ADMISSIONS CRITERIA

If we receive more applications than places available then children will be admitted in the following order:

- 1 Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the academy);
- 2 Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);

- 3 Children who live in the academy's catchment area or parish area, who have brothers or sisters attending the academy at the time of admission;
- 4 Other children who live in the academy's catchment area;
- 5 Children who live outside the academy's catchment area but have brothers or sisters in attendance at the academy;
- 6 Other children by age order (admitting eldest first).

Explanatory Notes

- Where any criterion category is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority will be given to Wakefield District children. If both children live in the Wakefield District then priority will be given to the child that lives nearest the academy.
- Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same academy or an academy on the same site, on the date of admission.
- For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.
- Children in Public Care – this refers to children who are:
 - Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
 - Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
 - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.

ALLOCATING PART-TIME PLACES

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the academy's nursery waiting list.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests.

Places will be allocated in accordance with the above part-time admissions criteria.

The academy will allocate part-time places on the following dates for the following academic year:

Term child will take up Early Years Provision	Month commencing date places will be allocated
Autumn	7 th June 2016
Spring	1 November 2016
Summer	1 February 2017

Any applications received after the specified date will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Head of Academy, then the offer of a part-time place can be removed.

The academy will record evidence to verify a child's date of birth and identity. Examples are a birth certificate or passport. Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign a student information form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the academy reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the LA will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent

can demonstrate that an error has been made by the academy when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to an academy's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.