



## **Willow Green Academy Early Years Admissions Policy 2017-18 – Universal Entitlement for 3 and 4 year olds**

The Education Advisory Body (EAB) is responsible for admissions to the academy's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The academy has a 52 place nursery. Therefore a maximum of 52 universal places will be offered, 26 morning places and 26 afternoon places.

Willow Green Academy will not be offering the extended entitlement of 30 hours.

### **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**

<b>Born Between</b>	<b>Month of Part-time Admission</b>	<b>Term of Part-time Admission</b>
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 the number of applications received for a universal nursery place does not exceed the number of places available then all children will be admitted on a part-time basis.

Where the academy receives more applications than places available then children should 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 school;
6. Other children by age order (admitting eldest first).

## **ALLOCATING 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 and the parent/carer will be requested to provide a copy of the child's birth certificate and contact details to enable the academy to record evidence to verify a child's date of birth and identity.

**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 admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following dates for the following academic year:

<b>Term child will take up Early Years Provision</b>	<b>Week commencing date places will be allocated</b>
Autumn	5 <sup>th</sup> June 2017
Spring	30 <sup>th</sup> October 2017
Summer	5 <sup>th</sup> February 2018

Any applications received after the specified dates 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.

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 the application 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 academy will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the academy 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 the Academy's Education Advisory Bod (EAB). The EAB 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 the academy's nursery class will be admitted to the academy 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.