

Forest Academy



Nursery Admissions Policy 2023/24

Date Completed: November 2022

Completed by: Z.Huff

Review Date: September 2023

Sources; DfE guidance and Suffolk LA guidance.

Forest Academy Nursery Admission Policy

Forest Academy nursery runs two 30 place nursery classes, offering 30 places @ 15 hours a week, as part of either our morning class or afternoon class and 15 places @30 hours a week. We also offer lunch cover between sessions for up to 16 children. Our nursery runs following the academic year. Places are offered to children who have turned 3 by the 31st August to start in September.

Attendance in our nursery class does not guarantee a place in the reception class of our school.

Reception places must be applied for following the local authority admissions procedures.

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use the oversubscription criteria (see below) to help us decide who will be offered places.

1. Our nursery is able to offer 30 places for 15 hours per week and 15 places for 30 hours per week, term time only. Sessions are each morning from 8.40am – 11.40 or afternoon from 12.20 – 15.20 in a Nursery class which is part of our Early Years unit. Lunch cover will run 11.40 – 12.20 each day and be based in the nursery classrooms.
2. We are able to offer 15 hours per week as part of either our morning class or afternoon class as part of universal funding.
3. We are able to offer 15 places for 30 hour provision, either as part of 30 hour entitlement or with additional sessions being paid for. Lunch time hours can be incorporated into the 30 hour entitlement or paid for additionally. Hours will need to be agreed in advance. Places will be allocated using our admissions criteria. Where we are over subscribed for these places, we will use the oversubscription criteria.
4. Lunch cover will run from 11.40-12.20 each day and there is provision for up to 16 children each session. This should be booked in advance. Children will need to bring their own packed lunch.
5. If available, additional sessions for children with a 15 hour entitlement and 30 hr entitlement, will be offered to children that have already been allocated a place in one or both of our nursery classes. A provisional interest in additional sessions will be taken in the Spring term and these sessions will be allocated once we have established that these places are available. Priority for additional hours will be given to 30hr entitlement children.
6. Parents should consult the nursery charging policy for full details of costs. Additional sessions will cost £13.50 per nursery session and lunch cover will cost £4.00 per session.
7. The deadline for applications will coincide with the deadlines for Reception intake applications and late applications will be considered together on 1st June.
8. The offer of places for September will coincide with the Local Authority offer of Reception class places; normally at the end of spring or early summer term.
9. We will not permit pupils to continue with any allocated nursery place at Forest Academy beyond the end of the current school year (July), in which they turn four years old. At this age, although not necessarily of statutory school age, they must apply and be allocated a school place in order to remain in the early years classes. If it is deemed appropriate to defer, a discussion with parents as to where best to place their child will be held.

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10. If applications for nursery places for either 30 hours or 15 hours exceed the number of available places, Forest Academy will apply the following criteria in making allocations in the following order:
(Over subscription criteria) Priority will be given to:

- Children aged three or four years old who have an Education, Health and Care plan which names this school nursery will be offered a place.
- Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified.
- For 30 hour places, children who are entitled to 30 hour funded places.
- Siblings
- Children who are **ordinarily resident** in the catchment area.
- Children of UK service personnel
- Children of Gypsies, Roma, Travelers, refugees and asylum seekers
- Children who are ordinarily resident outside the catchment area.

Any child that unfortunately has not been offered a place can be held on a waiting list. Places will be offered using the same criteria, if they become available.

Previously looked after children:

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings:

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births:

Where applications are received from families with multiple birth siblings e.g. twins, triplets, etc., places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident:

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school.

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Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Children of UK service personnel (UK Armed Forces):

The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quartering area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers:

We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

Tie Break:

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school. All straight distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) they will measure to a single point within that building irrespective of where the homes are located. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

Waiting lists:

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Forest Academy, Bury Road, Brandon, Suffolk IP27 0FP.

Applications can be made at any time from 2 Years. 'A consideration list' will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.

The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.

Parents will be asked for the child's birth certificate and proof of address.

It should be noted that a place in the nursery does not automatically guarantee a place at Forest Academy and parents must still go through Suffolk County Council's admissions process for admission into the school.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year and are encouraged to use every session Forest Academy offers.

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If attendance and punctuality is poor or erratic, the nursery teacher will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder. If after a period of two weeks attendance and punctuality remain poor, a letter will be sent to the parents inviting them to meet with the Headteacher. If, following the meeting, there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks and no mitigating circumstances, such as illness certified by a doctor, have been offered, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.