# Nursery Admissions Policy

**REVIEW DATE**  
Annual  

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<td>HEAD TEACHER</td>
<td>March 2017</td>
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<td>Mr T Sharpe</td>
<td>March 2017</td>
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<td>CHAIR OF LOCAL GOVERNING BODY</td>
<td>March 2017</td>
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<td>Mr R Walton</td>
<td>March 2017</td>
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Nursery Admissions Criteria 2018-19 Nursery

If you would like your child to be considered for a place at St Andrew & St Francis CE Primary School Nursery, you MUST apply at the school office or complete the documents on the website and return them to the school, Brent residents can obtain a paper form by calling 020 8459 1636

If you are applying under criterion 4 (church practice) you will need to complete a Supplementary Information Form (SIF), which is available from the school office and on our website. Your clergy must complete, countersign, stamp page 2 of this form and return it to the school on or before (Please see Brent Admissions for key dates and Deadlines) in order to allow the Admissions Committee to assess how you meet our criteria.

If there are more applicants than places, then places will be offered to children in the following order of priority and then offered in order of who lives nearest the school ****:

**Criterion**

1. **Looked-After Children and Previously Looked-After Children.** There must be evidence of this from the Local Authority. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after, they became subject to an adoption, child arrangements or special guardianship order ****

2. **Children whom the Local Academy Committee agree have a particular social Or medical need.** A letter from a professional e.g. doctor, consultant or social worker must accompany the request showing how only this school can meet the child’s needs ****

3. **Sibling.** Children who have a sibling in the school at the time of admission.** and ****

Any remaining places are allocated as follows: 50% Church places, 50% open places, (if there is an odd number of remaining places, weighting will be given to criterian 4.

4. **Church Places.** After the first 3 criteria have been decided, 50% of the remaining places will be offered in the following order to children who live nearest the school **** and their parent/s or guardian/s meet firstly criterion 4.1 and then 4.2:

4.1 regularly worship *** at St Andrew’s Church, High Road Willesden, NW10 2SJ
4.2 regularly worship *** at another Christian church and live within the Deanery of Brent*****.

5. **Open Places.** The remaining 50% will be offered to children who live nearest the school **** and live within the Deanery of Brent*****.

6. **Any remaining places.** will be offered to children who live nearest the school and allocated in order of proximity of their home to the centre point of the school using the Geographical Information System in use by the Local Authority at the time of application**** Where more than one child have the same distance a decision will be made using random allocation

Nursery Admissions Nursery Policy 2018 - 2019 Final Defined - LAC
*By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**For the purpose of this policy, sibling is defined as brother or sister, half-brother or half-sister, stepbrother or stepsister or foster child living with the same parent/carer at the same address at the time of admission.

*** ‘Regular worship’ refers to attendance at a weekend church service with one or both parents/guardians at least fortnightly for a year or more prior to making the application. This must be confirmed by completion of a Supplementary Information Form completed, countersigned and stamped by a member of the clergy. Christian Churches other than St Andrews Willesden will only be recognised if they are a full member of Churches Together in Britain & Ireland or of the Evangelical Alliance UK.

**** Applicants under all criteria will be prioritised according to their nearness to the school. In all case nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child’s home address point determined by Ordnance Survey data to the centre point of the school as determined by the LA’s computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e., live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event that more than one child have the same distance, a decision will be made using random allocation. Proof of address will be needed when you apply for a place at the school.

***** A map showing the Deanery Brent is available at the school and here http://www.london.anglican.org/
GENERAL INFORMATION
St Andrew and St Francis CE Primary School is an LDBS Academies Trust Primary School that welcomes children from all sections of the community who want a Christian education. We are a two-form entry primary school with nursery provision within an Early Years Foundation Stage unit. The Local Academy Committee is committed to the equal opportunities of all applicants, including the disabled and will ensure reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability. Applicants with children who have a statement of Special Educational Need or Education, Health and Care Plan where the school is named will be admitted under a different admissions procedure.

Admissions Procedures for Entry to NURSERY 2018 – 19

PLACES AVAILABLE
The Local Academy Committee have agreed with the relevant authorities that there will be a maximum of 26 fulltime places (These are currently organised as 26 part-time morning and 26 part-time afternoon places catering for a total of up to 52 children).

APPLICATION FOR Nursery class
Application Forms.
You can download forms from the school website or collect them from the school office.

Supplementary Information Form (SIF) (only needed if you are applying under criterion 4)
If you are applying under criterion 4 you will need to complete a Supplementary Information Form, which is available from the school. This will need to be completed, countersigned and stamped by your clergy and returned to the school in order to allow the Local Academy Committee to assess how well you meet our criteria.

Timeline for application – Please follow the link to Brent Council – KEY DATES
https://www.brent.gov.uk/services-for-residents/education-and-schools/apply-for-a-school-place/primary-and-junior-school/

Education, Health and Care Plans
Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Andrew and St Francis CE Primary School will always be offered places.

Twins, triplets and multiple births
In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the school will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

LATE APPLICATIONS
Applications received after the borough deadline will be regarded as late. Late applications will be processed after the borough offer date.

WAITING LIST
Unsuccessful and late applications can be placed on the waiting list at the parent/carers request. Places will be allocated in accordance with the above criteria, maintaining the balance between criteria 3 & 4. Children will remain on a waiting list until a vacancy arises. Annually, the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the deadline on the letter then the school will assume that the place is no longer required and
will remove the child’s name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

**IN-YEAR ADMISSIONS**

Applications for in-year admissions are co-ordinated by the School in the same way as those made during the normal admissions round. If applications are submitted under criteria 3, parents/carers will need to complete a Supplementary Information Form, which is available from the school. The second page of this form will need to be completed, countersigned and stamped by a member of clergy, in order to allow the Local Academy Committee to assess how well the child meets the admissions criteria.

If a place is available and there is no waiting list then the school will communicate the governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Local Academy Committee in accordance with the admission criteria. If a place cannot be offered at this time then the parent may request the reasons and will be informed of their right of appeal. The parent will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Local Academy Committee in the order of the admission criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide which child is at the top of the list so that the LA can inform the parent that the school is making an offer. Please note that this could mean that a child’s name could move up or down the list.

**APEALS**

Parents whose applications for admission are not successful are encouraged to contact the School for advice. Appeals against the decision may be sent to the Clerk to the Appeals Committee c/o St Andrew and St Francis CE Primary School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful. Please see the school website for appeals timetable and form.