



St Matthew's Church of England Primary School

NURSERY ADMISSION POLICY

For the academic year 2023/2024

This policy should be read together with the notes and definitions on page 5.

St Matthew's CE Primary School (the "School") is a Church of England Primary School and is part of Frays Academy Trust (the "Trust"). The School is founded on Christian principles and with a Christian ethos that underpins all that happens in the School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However, this does not mean that all our pupils come from a Christian background, and children from all faiths, and none, are warmly welcome to apply.

The Trust is the admission authority and has responsibility for coordinating September and In-Year admissions.

There are 50 places available in Nursery (divided into AM, PM and 30 hour places dependent on demand. To ensure each child attending Nursery benefits from the educational provision available, full attendance is necessary.

1. Pupils with an Education, Health and Care Plan¹

The admission of pupils with an **Education, Health and Care Plan** ("EHCP") is dealt with by a completely separate procedure by the SEND team in the local authority which maintains that pupil's EHCP. Children with an EHCP that names the School must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children in the same year group.

The offer and acceptance of a place in Nursery does not give automatic right of entry into Reception class. Parents will need to apply for a full-time school place in due course.

¹ An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1) **Looked after**² and **previously looked after children**. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children of any member of **staff** of the School
 - a) Where the member of staff has been employed for two or more years at the time of application and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3) Children whose **parent/parents** with whom they **reside regularly worship** at St Matthew's Parish Church, Yiewsley, at least twice per month and have done so for the last two years. This should be supported by the parish priest's reference using the school's Supplementary Information Form.
- 4) Children whose **parent/parents** with whom they **reside regularly worship** in another Anglican parish at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest using the school's Supplementary Information Form.
- 5) Children whose **parent/parents** with whom they **reside regularly worship** in a church of a Christian denomination which is a member of, or affiliated to, Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest (or equivalent) using the school's Supplementary Information Form
- 6) Other applicants, based on the proximity of their homes to the school. Priority will be given to applicants who live closest to the school.

Priority will be given in each category above to:

- a) Children with documented acute medical or social needs, where written evidence from an **independent professional** details their need for a place at St Matthew's CE Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at the time of application.
- b) Children who have **sibling(s)** attending the School at the time at which the applicant child is due to start education.
- c) Children who have been attending The Pond and who were eligible for 2 Year Old funded education.

In the event that there are more applicants than places available, all places will be allocated on the basis of the following oversubscription criteria, which will be applied in the order listed. Should one session (AM, PM or 30 hours) be oversubscribed, then the same criteria will be used for session allocation.

Variation to criteria 3, 4 & 5

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or alternative premises, have been available for public worship.

² For definitions in bold text see Notes section at the end of this policy.

3. Tie Break

Priority will be given to children living closest to the School. Distances will be measured in a straight line from the main entrance to the child's home (including the community entrance to a block of flats) to the main entrance of the School, using a computerised measuring system.

In the event of distances being the same for two or more children, where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat, and the required number of names will be drawn out.

4. Waiting List

If a place at the School cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. Please note that the list will be maintained in accordance with the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The list will be reordered whenever a child leaves or is added to, the waiting list. Therefore, it is possible that a child may move up or down the list. A child's details will remain on the waiting list until a place is offered or the child is no longer of Nursery school age.

5. When can my Child Start Nursery

Children born between 1st September 2019 and 31st August 2020 will be admitted to Nursery in September 2023

Children born between 1st September 2020 and 31st August 2021 will be admitted to Nursery in September 2024

6. Child's Home Address

The child's home address will be the address at which they live and sleep with their **parent** for more than 50% of their time from Sunday night to Thursday night, inclusive during term time at the application offer. If there is a disagreement about this due to shared residency arrangements in the case of separated parents, the address used will be the address where the child is registered with their GP at the application offer, subject to any court orders in place.

Where there is a query as to whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

7. Pupils attending St Matthew's CE Primary School Nursery

The offer and acceptance of a place in a Nursery class does NOT give an automatic right of entry into the Reception class. Parents will need to apply for a full-time Reception place.

8. In-Year Admissions

An application can be made for a place for a child at any time outside the normal September admission round and the child will be admitted where there are available places. Applications should be made to the School by contacting the Admissions Officer for the Trust by telephone on 01895 462352 or by email: admissions@fraysacademytrust.org.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above)

9. Children of UK Service Personnel or Crown Servants Returning From Overseas

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the Nursery be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

10. Appeals

Parents do not have the right to appeal against a decision not to admit a child to a Nursery class.

11. Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The Local Governing Body and/or the Trust reserve the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.

Notes (these notes form part of the oversubscription criteria)

- 1) A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
- 2) A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- 3) **'Staff'** means any staff member of the school.
- 4) A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.
- 5) **'Reside'** – this term relates to a parent living in the same household as the applicant child. In circumstances where the applicant child's parents are separated and the child spends their time between two households, there is no distinction as to which parent is relying on oversubscription criteria 3, 4 or 5 relating to regular worship.
- 6) **'Regular worship'** means attending a service of public worship on at least two occasions each month (and 'regular worshippers' is to be construed accordingly). For all churches, this regular worship must have taken place for the last two years.
- 7) **'Independent professional'** includes a doctor, hospital consultant or psychologist for applications received on the basis of acute medical grounds, and registered social worker, care worker, housing officer, police or probation officer for applications made based on acute social needs.
- 8) **'Sibling(s)'** means:
 - a) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and
 - b) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling.

Proof of a sibling relationship may be required.

- 9) Proof of address and Child's birth certificate will be required on application.