

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 2018/19 - Nursery

Approved by the Full Governing Body 30th January 2018

Neil Herring.....Chairperson

Admissions to Nursery Policy

Our Nursery admission limit is 52 part-time places.

Children whose fourth birthday is between September 1st and August 31st are normally admitted to the Nursery in the September of that academic year (up to the current admission limit of 52 places).

The local authority has delegated the admission of nursery children to the governing body of community and voluntary controlled schools. The Governors abide by the terms of North Yorkshire County Council general regulations and policy governing the admission of children to Nursery classes. Admission to our school nursery does not guarantee admission into Reception. Applications for Reception must be made on a separate application and be submitted by the statutory deadline, in order to be considered.

Parents and carers wishing to apply for a place must complete the Pickering Community Infant and Nursery School nursery application form, available from the school office or website. It should be submitted directly to the school in accordance with the dates detailed below. The nursery offers up to five separate three hour sessions as either Monday to Friday 8.45-11.45am or Monday to Friday 12.30-3.30pm, term time only. Parents will be asked to declare any preference for a morning or afternoon place but no guarantee to meet this request can be given. Where places for either morning or afternoon sessions are oversubscribed then allocation to places will be made using the criteria on the next page. If your child falls under the first, second or third priority criteria, please attach appropriate evidence with your preference letter.

Waiting lists for the Nursery will be maintained and will be in date of birth order and with regard to the admissions criteria shown overleaf, not on a basis of first come first served.

Timetable for September 2018 nursery admissions

31 st March 2018	Initial deadline for receipt of applications
Week of 1 st May 2018	Initial nursery offer letters will be sent by second class post
14 th May 2017	Deadline to accept or decline offers of a place and submit morning or afternoon preferences
25 th May 2018	Nursery place letters will be sent by second class post

Late applications

Applications received after 31st March 2018 will be treated as a late application and will be considered after 25th May 2018.

In-year admissions

Applications received after 1st September 2018 for admission to the nursery class will be treated as an in year admission. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

Catchment area

The school's normal catchment area is that of the town of Pickering and the minor parishes of Stape, Newton-upon-Rawcliffe, Middleton, Aislaby, Wrelton, Kirby Misperton, Lockton, Levisham and Low Marishes.

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 2018/19 - Nursery

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) or Education Health & Care Plan (EHP) has been issued.

Where the number of applications exceeds the number of places for either overall admission or admission to either morning or afternoon places, the Governing Body will use the following oversubscription criteria to prioritise applications.

ORDER OF PRIORITY:	Notes
<p><u>First Priority:</u> Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Second Priority:</u> Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>We will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p>
<p><u>Third Priority:</u> Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>This should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><u>Fourth Priority:</u> Children within the normal area of the school, giving priority to the oldest children first.</p>	
<p><u>Fifth Priority:</u> Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 2018/19 - School

Approved by the Full Governing Body 30th January 2018

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School Admissions

The schools normal admission limit is 75 full time places.

Reception admission

All children whose fifth birthdays are between September 1st and August 31st are normally admitted full-time in September to a Reception class.

It may be appropriate in exceptional circumstances for your child to do things differently; please come and talk to the Headteacher if you feel this is the case. The interests of your child would always be our main consideration.

Year One and Year Two school admission

Parents wishing to transfer their child to Pickering Infants School are required to complete a North Yorkshire Common Application Form. The local education office and the school will liaise to organise admission in line with NYCC criteria.

Catchment area

The school's normal catchment area is that of the town of Pickering and the minor parishes of Stape, Newton-upon-Rawcliffe, Middleton, Aislaby, Wrelton, Kirby Misperton, Lockton, Levisham and Low Marishes. Children from out of area who apply to attend the school are referred to the Area Education Officer.

Pickering Community Infant and Nursery School

Admissions Policy Academic Year 2018/19 - School

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) or Education Health & Care Plan the following oversubscription criteria will apply:

ORDER OF PRIORITY:	Notes
<p><u>Priority Group One:</u> Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ or became subject to a child arrangement order² or special guardianship order.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p> <p><i>¹This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Childrens Act 2002.</i></p> <p><i>²Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.</i></p>
<p><u>Priority Group Two:</u> Children the Authority considers have special social or medical reasons for admission.</p>	<p><i>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker, or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</i></p> <p><i>Panels of professionally qualified people will consider all applications made under priority group 2.</i></p>
<p><u>Priority Group Three:</u> Children living within the normal area of the school.</p>	
<p><u>Priority Group Four:</u> Children living outside the normal area of the school.</p>	

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break: If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2018 (in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling) and then to those living nearest the school.

If within a priority group there are not enough places for all those with a sibling at the school in September 2018, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads.

The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

Appendix One

RANDOM ALLOCATION PROCEDURE

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

DEFINITION OF ROLES

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team.

Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of, the IS

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.