

POLICY ON ADMISSION TO THE NURSERY

For admissions between September 2016 and April 2018

At Marton-cum-Grafton CE (VA) Primary School we offer high quality Early Years provision within a Foundation Stage Unit. The unit comprises a 13 place nursery and a 15 place full time reception group catering for children aged 3 to 5. This policy sets out how places are allocated for the nursery and the procedures for applying for a place.

A place in the nursery does not have any bearing on whether the child will get a Reception place. Parents MUST also fill out an Admissions form for both the school and North Yorkshire County Council separately for a Reception place.

The Early Years Entitlement

Early Years Entitlement enables all children to access early learning and care based provision from the term after their third birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year. Parents who meet the relevant criteria can access a further 15 extended entitlement hours a week and further information about this can be found on the North Yorkshire County Council website at <http://www.northyorks.gov.uk/article/33505/30-hours-extended-early-years-entitlement-for-eligible-three-and-four-year-olds>

This means that:

- Children with birthdays between 1st January and 31st March can access pre-school provision from the start of the following Summer term (after Easter).
- Children with birthdays between 1st April and 31st August can access pre-school provision from the start of the following Autumn term (September).
- Children with birthdays between 1st September and 31st December can access pre-school provision from the start of the following Spring term (January).

Parents are able to request any combination of pre-school sessions, subject to availability. Part sessions are not allowed. Parents may apply for further full sessions above their 15 hours entitlement and will be charged according to our terms and conditions document.

Session times are as follows:

| | |
|------------|----------------------------------|
| Mornings | 9.00 a.m. to 12.00 p.m. |
| Afternoons | 1.00 p.m. to 3.10 p.m. |
| Lunch time | 12.00-1.00pm |
| All day – | 9.00 a.m. to 3.10 p.m. (6 hours) |

Applying for a place or to change hours in the nursery.

As Marton-cum-Grafton Primary is a Church Aided school, the governors are responsible for nursery admissions.

The closing date for applications or change of hours is as follows:

- By the 31st May for a September start.
- By the 31st October for a January start.
- By the 31st January for an April start.

Parents **MUST** complete a Nursery Application Form (or change of hours form if the child is already in nursery) available from the school office or the school website at www.marton-cum-graffton.n-yorks.sch.uk for the term they wish their child to start and return to the school office either by post (Reas Lane, Marton-cum-Graffton, York, YO51 9QB) or email (admin@marton-cum-graffton.n-yorks.sch.uk) by the relevant closing date. A Supplementary Information form should also be returned with the Application Form if the child falls into criteria 3-9 of the Oversubscription Criteria listed below.

Allocating places

The Published Admission Number of our pre-school is 13. This means that there are 13 places available in each session. Following the closing date, the admissions panel will meet and will rank all applications according to the nursery's Admissions Criteria listed below and not according to when the application was made.

The offer of sessions will be made according to the over-subscription criteria and availability of sessions and will endeavour to meet parental requests wherever possible.

On behalf of the governors, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be invited to a 'stay and play' session in the Foundation Stage Unit. If the place is not accepted it will be re-allocated according to the ranking list.

If the nursery is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list. These applications will be processed following the next closing date for admissions.

Late Applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start at the beginning of the next school term. If the nursery is full, the application will be placed on the waiting list.

Criteria for Admission into the Pre-School

Governors use the following criteria when prioritising applications. Where we receive more applications than the number of places available - the Published Admission Number, currently 13, the governing body will prioritise applications using the following criteria:

Admissions Criteria

Over-subscription Criteria

Where there are fewer applications than places available, all children will be admitted. In the event that more applications are received than there are places available, places will be allocated in the following order of priority:

1. Children with a statement of special educational need if the statement names the school. (In accordance with section 324 of the Education Act 1996)
2. Looked after children or previously looked after children for whom Marton-cum-Graffton School has been expressed as a preference, including children who have been adopted but who were previously in public care, those with a residency order and those with special guardianship.
3. Children who have their fourth birthday during the academic year that they wish to be admitted to the nursery (1st September to 31st August).

4. Children who have a sibling in the school or nursery at the expected time of entry to the nursery.
5. Children living in the ecclesiastical parish of Christ's Church, Marton-cum-Grafton. A map showing the parish boundaries can be inspected at the school.
6. Children at the heart of the church – those whose family (i.e. the child and one or both parents) worships twice a month or more or may be regularly involved in or even lead some church activities at a church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. (Account will be taken of those who have irregular shift or work patterns).
7. Children who are attached to the church – those who are regular but not frequent worshippers – perhaps attending monthly family service. Children who may be involved in weekday church activities perhaps involving an element of worship – e.g. occasional Bible study group within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton
8. Children who are known to the church – those who are occasional but not frequent worshippers. Children who have a low key connection e.g. are baptised there or are involved in non-worship church activities e.g. uniformed organisations linked to the church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton or children who attend a Church not in The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton.
9. Children who are at the heart of the church at a Christian Church not within the benefice. (see 6 above for a definition of 'at the heart of the church')
10. Children who are attached to the church at a Christian Church not within the benefice. (see 7 above for definition of 'attached to the church')
11. Children who are known to the church at a Christian Church not within the benefice. (see 8 above for definition of 'known to the church')
12. All other children

Tie Breaker – If there are more applications falling within any of the above criteria than there are places remaining, available priority will be given to those living nearest to School (see below).

Parents of children whose situation falls under sections 6-11 of the Over-subscription Criteria are asked to complete the supplementary information form obtainable from the school office or from the school website at www.marton-cum-grafton.n-yorks.sch.uk and should submit this with their application form. A map is available showing Christchurch's boundaries if required. The form needs to be signed by a priest/minister/vicar and confirmation given that the parent(s) and child worship regularly at their church

Definitions and Interpretations

- Proximity to the School will be measured by the shortest walking distance from home to the main entrance of the school as electronically measured by the local authority.
- Reference to parents includes either or both parents or a sole parent and where only one of the two parents satisfied the criteria the application will be treated equally with applications where the criteria is satisfied by both parents.
- Siblings are children who normally reside at the same address and who are blood relatives, step children, adopted children or long term foster children
- The expression 'parents' includes legal guardians.

SUPPLEMENTARY INFORMATION FORM

For admissions between September 2016 and April 2018

Please ensure that this document is accompanied by a letter head or official parish/place of worship stamp to verify the completed document.

| | | |
|------------------------------------|--------------------------------|---------------|
| Your child | | |
| Full Name | Sex (M/F) | Date of Birth |
| Parent's/Guardian's details | | |
| Name(s) | Permanent Address of the child | |

| For completion by Vicar/Priest/Minister/Faith leader | |
|---|--------------------------|
| Links with the church/place of worship: | Please tick |
| 6. Children at the heart of the church – those whose family (i.e. the child and one or both parents) worships twice a month or more or may be regularly involved in or even lead some church activities at a church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. (Account will be taken of those who have irregular shift or work patterns). | <input type="checkbox"/> |
| 7. Children who are attached to the church – those who are regular but not frequent worshippers – perhaps attending monthly family service. Children who may be involved in weekday church activities perhaps involving an element of worship – e.g. occasional Bible study group within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton | <input type="checkbox"/> |
| 8. Children who are known to the church – those who are occasional but not frequent worshippers. Children who have a low key connection e.g. are baptised there or are involved in non worship church activities e.g. uniformed organisations linked to the church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. | <input type="checkbox"/> |
| 9. Children who are at the heart of the church at a Christian Church not within the benefice. (see 6 above for a definition of 'at the heart of the church') | <input type="checkbox"/> |
| 10. Children who are attached to the church at a Christian Church not within the benefice. (see 7 above for definition of 'attached to the church') | <input type="checkbox"/> |
| 11. Children who are known to the church at a Christian Church not within the benefice. (see 8 above for definition of 'known to the church') | <input type="checkbox"/> |

| | |
|--|-------|
| Name of Church/place of worship regularly attended by child(ren) and Parent(s) | |
| Name of Vicar/Priest/Minister/Faith leader | |
| Signature: | Date: |