



# **Cramlington Village Primary School**

## **Nursery Admissions Policy 2022 - 2023**



<b>Policy Title</b>	Nursery Admissions Policy
<b>Policies that interrelate</b>	CVPS Admissions Policy
<b>Legal and Statutory documents linked</b>	The School Admissions Code and Admissions Law
<b>Trustee Committee responsibility</b>	Education Committee
<b>Date of last review</b>	September 2021, February 2022
<b>Reviewer name and position</b>	Angela Hall, Admin and Marketing Manager
<b>Date of next review</b>	February 2023
<b>Date approved by Trustees</b>	1st February 2022
<b>Audit file updated (date and name)</b>	3rd February 2022, Angela Hall, Admin and Marketing Manager



## **Nursery Admission Policy 2022 - 2023**

Cramlington Village Primary School is an Academy Trust and so it has its own admissions policies for Nursery and for full time school. Our Trustee Board is responsible for admissions. We have agreed our admissions policy as outlined below.

We can currently offer Nursery places to 26 pupils, on a part-time basis, or 13 places on a full time basis of 30 hours a week. There may be a mixture of the two as we accept applications from both. This means that 15/30 hours a week are available for funded Nursery education at CVPS.

We will offer Nursery places in the following order, to children aged four years during the academic year 2022 - 2023:

If a child is allocated and takes up a place in the previous academic year (the year in which they are 3 years old) they will automatically be allocated a place for the year in which they are four years old.

Children who have exceptional circumstances, including special educational needs, social or medical reasons, where our Nursery is the named Early Years setting, will be given first priority.

If there are more applications than places available priority will be given in the following order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children who will have a sibling at the school in the term when they are due to start.
3. Children whose home address is within the admission zone of the school (the admission zone is within a radius of ten miles from the school).
4. Children whose parents want them to go to our nursery.

If places remain unallocated we will offer places in the following order to children aged three years during the academic year 2022 - 2023:

1. Children whose home address is within the admission zone of the school and are considered to have exceptional circumstances (as above).
2. Children whose home address is not within the admission zone of the school and are considered to have exceptional circumstances (as above).
3. Children whose home address is within the admission zone of the school and have a brother or sister at the school when the child is due to begin.



4. Children whose home address is not within the admission zone of the school and have a brother or sister at the school when the child begins.
5. Children whose home address is within the admission zone of the school,
6. Children whose home address is not within the admission zone of the school

## Notes

- Within each criteria above, if there are more people applying than there are places available, we will offer the remaining places to the oldest children.
- We define brother or sister as follows.
  1. A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of people who are living at the same address as a family. **(In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.)**
  2. We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional circumstances.
  3. For twins, triplets and so on admissions policy as for reception places will apply
  4. If there are other family situations where there are different carers, e.g., aunts, uncles or grandparents, each individual case will be considered.
- The allocation and acceptance of a place within our Nursery does not guarantee that a place will be offered for Reception. A separate admission application process applies to Reception admissions as listed separately in this admissions policy. Details can be obtained from the school or the Local Authority.

More detailed definitions about these criteria e.g. sibling, distance etc, can be found in the School's admissions policy at the start of this document.

## Procedure

The school maintains a 'waiting list' for Nursery admission. Parents can place their child's name on the list at any time. Places are not allocated on a 'first come, first served' basis.

If there are more applications than we have places available by the Wednesday before school Easter holiday starts then the 'waiting list' will be closed for September 2022 Nursery Admission on that date, and the allocation of places will be made after this date, in line with the criteria listed above.



The school will write to parents of children to be offered places as soon as possible after this date confirming the offer of a Nursery place, and detailing the flexibility available in the provision.

Parents are given two weeks to accept the offer. After this time, if no acceptance is received or the offer is declined, the place will become vacant and it will be offered to the next child in priority order. This process will continue until all places are full or all children on the 'waiting list' have been offered places.

If there are fewer applications by the closing date (the Wednesday before school Easter holiday starts) than places available we will continue to offer places to eligible new applicants as they are received, until Nursery is full.