

# **Days Lane Primary School**



## **Nursery Admissions Policy**

**2023 -2024**

Days Lane Primary School is a standalone academy in the London borough of Bexley. The school manages its own admissions for Nursery places only. The school is conducted by its governing body.

The Governors intend to admit into the nursery, in September 2024, 39 children without reference to ability or aptitude. Children born between 1 September 2020 and 31 August 2021 will be admitted in September 2024 where places are available.

Please note that if we do not receive sufficient applications, the afternoon session may have to be withdrawn as it may not be educationally or financially viable for the school.

Nursery sessions available from September 2024 are for 30 hours (6 hours daily plus lunch at additional cost) or 15 hours (3 hours daily, this may be a morning or afternoon session).

All parents are entitled to 15 hours free childcare per week; however, the Extended Free Childcare Entitlement for working parents may provide eligible parents with a total of 30 hours free childcare per week. Parents not entitled to 30 hours will have the option to pay to 'top up' to 30 hours a week.

Where the number of applications exceeds the number of vacancies, the Governors will offer places using the following criteria in the order stated. Please be aware that the school reserve the right to offer a place to a family who they deem to have exceptional circumstances including safeguarding.

**Priority 1:** Children in Public Care (Looked after Children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

**Priority 2:** Siblings of children who will be attending Days Lane Primary School at the time the child is due for admission to the school. For this priority, brother or sister normally means a sibling through blood, marriage or adoption. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. This means that in these circumstances only, twin, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

**Priority 3:** Children of teaching staff employed at the school on a permanent basis at the time of application, in either or both the following circumstances:

- a) Where the member of teaching staff has been employed at the school for two or more years, in which time they have taught for four or more days a week, at the time when the application for admission to the school is made and/or

b) The member of teaching staff is recruited to fill a vacant post, for which there is a demonstrable skill shortage or difficulty in recruiting to the position.

For this criterion, son or daughter means a child who lives in the same house as the member of teaching staff, including natural son or daughter, adopted child, stepson or daughter; or foster child or if the teaching staff is the registered guardian of a child. Children residing in the same households as part of extended family, such as cousins, will not be eligible under this criterion.

**Priority 4:** Parents applying for and accepting a full time place (30 hours) in the Nursery, whether funded or paid. If a parent withdraws from the offer of a full time place (30 hours) after accepting it, the school has the right to withdraw the offer of a place in Nursery and will give priority to any parents requiring a full time place.

**Priority 5:** Distance from school based on the distance from the front door of the home address to the main school entrance to Days Lane measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance. Home will be taken as the address at which the child lives with the parent or registered guardian who is the main carer (the parent eligible to receive Child Benefit and/or Child Tax Credit) at the time of application. Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. A brother or sister on the primary school roll at the time of admission. Evidence of the relationship may be required. For this priority, brother or sister normally means a sibling through blood, marriage or adoption. This criteria does not include brothers or sisters due to transfer to secondary school in the next academic year.
2. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker).
3. Distance from home to school. Evidence of residence may be required. This gives priority to pupils living nearest the school based on a straight line measurement from home to school entrance. Home will be taken as the child's home address at the time of allocation that is the address at which the child lives with the parent or legal guardian who is also the main carer. This will be measured by the London Borough of Bexley. Where the last remaining place is to be allocated and two or more children are deemed to live the same distance from the school, the place will be decided by the drawing of lots.

**Parents must complete and submit the school's own electronic application form via the school website. The school does NOT accept any Bexley admission application forms. Applications must be submitted by 4pm on 8 March 2024. Parents will be informed of the outcome of their application via email on 25 March 2024.** After submitting their child's application, parents must visit the school office no later than 4pm on 8 March 2024, to provide the following original documentation.

**The School Office will require a copy of the following documents:**

- **Birth certificate**
- **Current council tax bill**

**No offers will be made for applicants who have not provided the documents requested above.**

### **Appeals**

There is no right of appeal against refusal of Governors to admit a child to the Nursery.

### **Waiting Lists**

Parents of children who have not been offered a place at the Nursery may ask for their child's name to be placed on a waiting list. The waiting list will be operated by the school, using the same admissions criteria listed in this policy for Nursery children. Placing a child's name on the waiting list does not guarantee that a place will become available. Please be aware that the school reserve the right to offer a place to a family on the waiting list, who they deem to have exceptional circumstances including safeguarding.

### **Admission to Reception at Days Lane Primary School**

Please note that a new application will need to be made for a place in Reception at Days Lane Primary School. *Attendance at the schools Nursery will not give any priority or automatic right to a Reception place at Days Lane Primary School.*

Application forms for a Reception place is managed by the London Borough of Bexley and parents should obtain an application form directly from them.