

**Admissions criteria for Full-time and Part-time Nursery classes located on Cuckoo Hall Academy
and Woodpecker Hall Academy Campus
2019**

Robin Hall is the combined nursery of Woodpecker Hall Academy and Cuckoo Hall Academy. The Governing Body is responsible for the admission of pupils into nursery classes of Robin Hall and admits 180 pupils to the nursery. This could be a part-time morning, part-time afternoon or a full-time session.

If there are fewer applications for a place in the nursery class of the academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the academy than there are places available.

1. Looked after children (as defined by Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³.
2. Children of staff at Woodpecker Hall Primary Academy & Cuckoo Hall Primary Academy where:
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Woodpecker Hall Primary Academy or Cuckoo Hall Primary Academy at the time of admission and who will still be attending the academy when the child is admitted. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order:

- a. Children of twin/multiple births living at the same address.
 - b. Other children
4. Children living nearest to the academy. Priority within this group will be given in the following order:

¹ Under the terms of the Adoption and Children Act 2002, Section 46

² Under the terms of the Children Act 1989, Section 8

³ Under the terms of the Children Act 1989, Section 14A

- a. Children of twin/multiple births living at the same address.
- b. Other children

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the academy. For all purposes nearness to the academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Cuckoo Hall Academy 4. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

Waiting Lists

For application to nursery there is no right of appeal to an appeal panel and any complaints over the allocation of places to the nursery should be addressed initially to the Principal, Cuckoo Hall Primary Academy. Should the complainant still be unsatisfied with the response received they should then follow the Academy complaints procedure (a copy of which can be supplied on request from the Academy office). Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list.

Parents/carers will need to confirm termly whether they still wish to remain on the waiting list, and pupils will remain on the waiting list whilst they are of nursery age.

Please note that attendance in the nursery classes at Robin Hall does not guarantee admission in to Woodpecker Hall Academy or Cuckoo Hall Academy for primary admission and that a separate application must be made for transfer from Nursery to Primary.

Application procedures, late applications and timetable for admissions to nursery classes

Application to the nursery is not dependent on any ability test and in order to apply for a place at the academy a nursery application form must be completed and returned to the main office of Cuckoo Hall Academy by 15 January 2019. Parents will be advised of the outcome of their applications on the 16 April 2019. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and given the opportunity to remain on our waiting list.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list.

The admission of pupils with a statement of Special Educational Needs, where LB of Enfield has agreed to name the Academy on a child's statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the London Borough of Enfield. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the child's home will be determined by which parent is in receipt of Child Benefit from HMRC.

After an offer has been made of a place at the academy, the school will require 2 proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar less than 3 months old. Confirmation of date of birth of the child will also be required

Siblings

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with foster carers as a result of a being looked after by a local authority.

Looked after children

In the case of a previously looked after child, Cuckoo Hall Primary Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.