



Woodpecker Hall Nursery can admit 90 full time equivalent places (up to a maximum of 180 part-time places) for children to the nursery

Both full time and part time places (including the Government offer for 30 hours childcare for those who are eligible) are offered for children aged 3 - 4 years old

Part time places (for those who are eligible) are offered for children aged 2 years and over. Children in the 2 year old provision will move into the 3 – 4 year old provision during the term they turn 3 years old.

The Trust is responsible for the admission of pupils into our nurseries

If there are fewer applications for a place in the Nursery class of the Academy than there are places available, all applicants are offered a place.

We are an inclusive school and welcome all children and families to our diverse, vibrant community.

Where there are more applications than places then, after the admission of pupils with a statement of special educational needs which names the Academy, we use the following criteria to decide which children should be offered places: -

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 the 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 sibling⁴ who is attending the Academy applied for at the time of admission and who will still be attending the Academy when the child is admitted.

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

⁴ 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.

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: -

- 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, proximity to the Academy will be measured in a straight line from the child's home to the main entrance of the Academy. 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.

Successful applications

If an offer has been made of a place at the academy nursery, we require two 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. If the parent / carer is not entitled to Child Benefit, then another proof of residence must be provided. Other proofs of residence may be a council tax document, child's medical card, a utility bill (e.g. gas or electric), bank or building society letter or similar less than 3 months old.

Confirmation of date of birth of the child will also be required if not included on the above

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.

Please note that attendance in a nursery class does not guarantee admission to the academy's reception class. A separate application must be made for a reception place.

Waiting lists

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 criteria set out above and not in the order in which applications are received or added to the list.

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

There is no right of appeal to an appeal panel should an application be unsuccessful.

Withdrawal of offer

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 and if it is found that false information has been provided, the offer of a place is likely to be withdrawn.

Where any additional sessions are paid for, places can be withdrawn if payment is not forthcoming.

Looked after children

In the case of a previously looked after child, we 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 the child was looked after immediately prior to that order being made.

SEND

The admission of pupils where a local authority has agreed to name the academy on a child's education, health and care (EHC) plan statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. Details of this separate procedure are set out in the [Special Educational Needs Code of Practice](#).