

## Nursery Admissions Policy

### Aim of the Academy

To provide unique and enriching opportunities for all.

### Introduction

- 1 Through The Langley Heritage Primary (TLHP), The Arbib Education Trust (the Trust) offers unique opportunities for children of all abilities with a philosophy based on providing an experience that allows them to become confident, independent and creative. In partnership with The Langley Academy Primary and The Langley Academy, the Trust's vision is to provide an outstanding all-through education offering an inspirational curriculum that supports the principles of both depth and breadth.
- 2 TLHP will act in accordance with the School Admissions Code, the School Admission Appeals Code, equalities law and the law on admissions.

### Admission Number

- 3 This policy limits the number of children to not greater than 30 full-time equivalents (that is 30 each session, either morning or afternoon).

### Process of Application

- 4 Applications for admissions to Nursery must be made directly to TLHP, using the Nursery Application Form.
- 5 In 2019/20 TLHP will admit children at the start of the Autumn and Spring terms. Applications for September admission must be received by the end of the Spring Term i.e.: For admission in September 2020, applications must be received by Friday 3<sup>rd</sup> April 2020.
- 6 When places remain unallocated, children can be admitted in the Spring Term (January start) following the child's third birthday.

### Procedures where TLHP Nursery is oversubscribed

- 7 Where the number of applications for admission to Nursery is greater than 30, after the admission of pupils with an EHCP (Education Health Care Plan) where the school is named in the EHCP, priority will be given to those children in the following order:
  - (i) Looked after children and previously looked after children<sup>11</sup>
  - (ii) Children of The Arbib Education Trust staff who have been employed for two or more years at the time at which the application for admission to the school is made or who have been recruited to fill a vacant position for which there is a demonstrable skills shortage.

- (iii) Children who have siblings at TLHP (or The Langley Academy) at the time when they are admitted to the school<sup>2</sup>
- (iv) Children living in closest proximity to TLHP, as measured according to paragraph 8.

### **Tie-break**

- 8 The final criteria (distance) will always be utilised in the event of a tie-break. All distance measurements will be made by a straight line from the front door of TLHP to the front entrance of the applicant's permanent address<sup>3</sup> using SBC's measuring system. In the case of flats and other houses in multiple occupancy, lower floors will be deemed to be closer than higher ones. In the case of multiple flats on one floor, lower numbers will be deemed closer than higher ones.
- 9 Random allocation undertaken by an independent body other than TLHP will be used as a final tie-break in categories ii-iv above to decide who has highest priority for admission if the distance between a child's home and TLHP is equidistant in any two or more cases.

### **Nursery children and Reception places**

- 10 Parents of children attending any nursery class attached to the school will need to apply for a place in Reception, following the Local Authority application process.

### **Waiting Lists**

- 11 TLHP will operate a waiting list. Where in any year TLHP receives more applications than there are places available, a waiting list will operate until the end of the academic year. TLHP will maintain the waiting list and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 12 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. On request, parents will be informed of the total number of children remaining on the list.

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**Ratified Date: 28<sup>th</sup> January 2020**

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<sup>1</sup> A looked after child is a child who is a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). (See section 1.7 of The Admissions Code 2012.)

<sup>2</sup> Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers or sisters living permanently in the same family unit at the same address and attending the Academy (Primary or Secondary) at the time the child is due to start the Primary Academy. Please note this does not apply if the older sibling joined the Academy at sixth form level or if the older child is in Year 11 at the time of application.

<sup>3</sup> A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address, or, in cases where no Child benefit Allowance is received, the address that is utilised is that which is registered with their Doctor. Proof of residence can be asked for at any time during the admissions process. This will normally be in the form of a recent council tax bill or a utility bill less than 3 months old.