



Tadpole Farm
CE Primary Academy

Tadpole Farm C of E Primary Academy
Admission Arrangements 2020/2021 DRAFT

Diocese of Bristol Academies Trust (DBAT) are the admitting authority for Tadpole Farm CE Primary Academy and School Nursery, and are responsible for their own admission policy and arrangements. Tadpole Farm CE Primary Academy administers its own Nursery admission arrangements, on behalf of the Governing Body / Local Board.

This policy applies to admissions in the 2020-21 academic year.

Rationale

In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of nursery places is fair, clear and objective. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and complies with all relevant legislation, including equalities legislation. We ensure that our nursery admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.

Admissions Arrangements

In 2020/21 we hope to have the following provisions, the admission arrangements of which is separate to each other and **separate to Reception admissions** - Please see Tadpole Farm CE Primary Academy Admission Policy 2020/21

- **3 YO Nursery Provision for 26 pupils per session (AM or PM) for funded children through the Local Authority**

The nursery will accordingly admit the above number pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if fewer than the published admission number for each nursery provision apply. A parent may purchase one extra session, if available to allow for 3 full days. (additional costs for lunchtime care may also be purchased)

Admissions Procedure

- Parents / carers are able to complete a paper application form, which is available from the school office. All applications must be submitted to the school at Tadpole Farm CE Primary Academy, Greene Street, Tadpole Garden Village, Swindon SN25 2QS.
- The closing date for applications is as per the table below. All applications must be submitted by this date.

Month of birth	3 YO Funding available	Application Deadline	Parents notified of
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	from		outcome
April - August 2017	September 2020	1st March 2020	1st April 2020
September - December 2017	January 2021	11th October 2020	October half term
January - March 2018	Easter 2021	31st January 2021	February half term

Late applications are dealt with once all on time applicants have been notified.

- Offers will be made to parents by Tadpole Farm CE Primary Academy as detailed in the above table.
- Any child refused a place at the nursery will be put on a waiting list and contacted if any sessions subsequently become available.
- Parents / carers must accept or refuse the offer of a school place within 3 weeks of the offer date on the offer communication - letter/email.

Oversubscription Criteria

If there are more applications than there are places at the school, then the oversubscription criteria will be applied in the following order.

A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.

- A A 'Child Looked After' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements¹ or special guardianship order.
- B Any child who has a sibling attending the Tadpole Farm C of E Primary Academy (Year R - Year 6) at the same time as he or she is due to be admitted in;
- C Any other child by distance from the school, with priority for admission given to children who live nearest to the school

Tie- Breaker

In all cases where schools are oversubscribed, distance measured as a straight-line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Definitions and Details

Children with Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the

¹ The wording concerning previously looked after children is contained within the Draft School Admissions Code which was published on 19th December 2014. Any wording will be updated to reflect the Code when released

administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Child Looked After

A 'Child Looked After' 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 the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

This also applies to a 'Child Looked After' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a child arrangements order (under the terms of the Children and Families Act 2014² - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Catchment area

The school does not have a defined catchment area. Priority within each oversubscription criteria is determined according to distance from the school.

Distance

Distance is measured in a straight line from the centre point of the rooftop of the child's home address to the centre point of the rooftop of the school, using a computerised system, with those living closest to the school receiving higher priority.

Late application

Any application received after the closing date for the normal round of admissions will be treated as late and will be considered after all on-time applications have been considered.

Multiple births

² Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders. The wording will be in line with the School Admissions Code released in December 2014.

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the school, if necessary the school will admit over its PAN to accommodate such children.

Children of UK Service Personnel

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible.

Parent/Carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them. An application will only be considered if made by a person who has PR.

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the school will ask parents to agree on the nursery provision applied for, or if that is not possible the nursery will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application.

(In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes.)

In-year applications

Applications for a place at the nursery outside the normal admission round should be made to the school using the normal nursery application form.

Applications will be considered for children who are resident within the United Kingdom with the exception of UK Service Personnel.

The Governors will consider applications on behalf of the school according to the published admission number and oversubscription criteria the school.

The outcome of the application will be notified by letter. If the child is accepted then it is expected that the place is accepted within 10 days and the parent should contact the nursery to arrange a mutually agreed start date. The child is expected to start within 28 days.

If a child is refused they will be placed on the waiting list as indicated below.

Waiting lists

Waiting lists will be maintained from the initial point of entry until the end of that academic year. For the September 2020 intake this will be from the offer date until 31st August 2021. Placement will be determined by applying the oversubscription criteria published above. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

The school may consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

Appeals procedure

As nursery provision is non-statutory, the school's decision will be final. There is no formal right of appeal. The Local Board will establish a group to consider any concerns expressed by parents regarding the allocation of places. If they agree that a child should have been offered a place then the child should be offered the next available session, when it comes up.

Supplementary Charges

- mid session snack
- voluntary contribution to school trips or visitors
- wraparound childcare, if appropriate
- any non-funded nursery sessions that may be available

Appendix 1 – Document Control

Document Drafted	January 2019
Agreed by Governors	May 2019
Public Consultation	Not required
Determined	

Appendix 2 - Copy of Application Form



Tadpole Farm
CE Primary Academy



An inclusive primary school and nursery, open to all, built on Christian foundation that will give your child a nurturing, creative and caring place in which to grow and learn.

Tadpole Farm CE Primary Academy

Thank you for your interest in our nursery class, which is primarily focused on offering 15 hours funded sessions to 3 and 4 year old eligible children. We also offer the flexibility of breakfast / lunch and / or after school club to run alongside your allocated sessions.

Morning sessions run from 08:40 am – 11:40 am.

Afternoon sessions run from 12:20pm – 3:20pm

Breakfast club starts at 7:30am until the start of nursery at a cost of £3.50 per day to include cereal / toast.

Lunch club runs from 11:40am – 12:20pm at a cost of £2 per day if your child brings in a packed lunch or £4.30 per day to include a pre booked hot meal.

After- school club runs from 3:20pm – 6:00pm at a cost of £8 per day to include a snack.

Please complete this application form and return to the school office as soon as possible.

Applications will be considered according to our admission policy available on the school website www.tadpolefarmcepa.co.uk and according to the timetable below.

Data collected from this form will be processed and held by the school only. Unsuccessful applicants will have their forms destroyed within 6 months of their last possible application date.

Admissions info:

Our main Nursery intake is September each year and children are eligible to start who are 3 years old on or before 31st August. If we do not fill all spaces we will offer the remaining spaces in January and then Easter.

Should spaces not be available in the January and Easter intake, your application will automatically be considered for the following September intake.

If you are eligible for 30 hours funding this can be split between us and another care provider, however a minimum of 9 hours must be funded with us and a maximum of 3 paid hours per week.

Intake		Date Received		Date offered space	
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Office Use Only

TADPOLE FARM CE PRIMARY ACADEMY – Nursery Class Application Form – Page 2

Child's First Name		Child's Surname/Family Name	
Date of Birth	/ /	Gender (please circle)	M F

Child's Permanent Home address

House No. and Street Name	
Address line 2 (if relevant)	
Town	
Post Code	

Primary Guardian

Title	
First Name	
Surname	
Relationship to child	
Home telephone number	
Work telephone number	
Mobile telephone number	
Email address (we use this for all correspondence, so please keep this up to date.)	
Do you live at the same address as the applicant above. (Please circle the relevant answer)	Yes No

TADPOLE FARM CE PRIMARY ACADEMY – Nursery Class Application Form - page 3

Has your child ever been a “Looked after Child”, subject to adoption, child arrangements or special guardianship order? (Please circle the relevant answer)	Yes No	
Do you have a sibling already attending Tadpole Farm CE Primary School at the same time as this application refers? If yes which class?	Yes No	Preferred sessions: AM /PM / ALL DAY

I confirm that the information given on this form is correct. I understand that any offer of a place made on the basis of false information may be withdrawn even if the child has already started at the nursery. I understand that I shall be responsible for all transport costs, snack fees and other arrangements to ensure my child’s regular punctual attendance at the nursery class.

Signature of Parent / Carer:

Print Name:

Date: / /

Please return your completed application form to:

School Office
Tadpole Farm CE Primary Academy
Greene Street
Tadpole Garden Village
Swindon
SN25 2QS

We welcome visits to look around. Please phone (01793 729740) or contact the school via email at school@tadpolefarmcepa.co.uk