



## **Tadpole Farm**

CE Primary Academy

### **Tadpole Farm C of E Primary Academy Nursery Admission Arrangements 2021/2022 FINAL**

Bristol Diocese 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 2021-22 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 2021/22 we have the following provisions, the admission arrangements of which is ***separate to Reception admissions*** - Please see Tadpole Farm CE Primary Academy Admission Policy 2021/22

- **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. (an 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 from	Application Deadline	Parents notified of outcome
April - August 2018	September 2021	1st March 2021	1st April 2021
September - December 2018	January 2022	1st October 2021	October half term
January - March 2019	Easter 2022	1st February 2022	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 21 days of the offer date of 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 an 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 arrangements<sup>1</sup> 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**

---

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

### **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 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 2014<sup>2</sup> - 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**

---

<sup>2</sup> 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.

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**

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 of 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 2021 intake this will be from the offer date until 31st August 2022. 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. The Local Board will establish a group to consider any concerns of parents regarding the allocation of places which are formally raised with the Local Board. 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**

<b>Document Drafted</b>	September 2019
<b>Agreed by Governors</b>	9-12-2019
<b>Public Consultation</b>	NOT REQUIRED
<b>Determined</b>	

**Appendix 2 - Copy of Application Form**

[Nursery Application Form](#)