

HEMLINGTON HALL ACADEMY



Admissions Policy Appendix 30 hours Nursery Provision

All children are entitled to 15 hours of free nursery provision provided over 38 weeks (universal entitlement). From September 2017 some children will be entitled to an additional 15 hours (extended entitlement).

In this school we offer the following patterns of provision:

Universal entitlement -

- *5 mornings a week – 8.30 am to 11.30 am (if places are available, we may be able to offer afternoon places as our universal entitlement)*

Extended entitlement – from Sept 2018

- *8.30 am to 2.30 pm 5 days per week*
Or
8.30am – 3.15pm x 4 days plus and one other (am) or (pm) 3 hr session
- *Children must bring their own packed lunch each day*

Conditional extended offer - from Sept 2018

- *2.30pm – 3.30pm 5 days per week at a cost of £4 per day*
- *Parents not collecting children on time will be charged £4 for the hour*

Admission criteria

All children, subject to the availability of places, will normally be admitted to the nursery class at the start of term after their third birthday i.e. at the start of term in September, January or after the Easter break.

Rising 3 places may be available to parents within the Term that a child turns 3. This will be dependent on the existing cohorts and staffing.

This school has an induction procedure, to enable your child to be successfully integrated with others and get used to school life, in a gradual way. This is decided in consultation with the Head Teacher. During the induction period your child may not receive their full free entitlement.

To apply for a place in our nursery class for the September intake or subsequent terms, you must complete and return your application form to the Head Teacher by 1st June, which precedes the academic year for which you are applying.

To apply for 30hours tax-free childcare provision, Parents must access the portal at www.childcarechoices.gov.uk . By inputting the requested details, the portal will generate a response to advise the parent if he / she is eligible for the additional 15hours provision. They will receive a code, which they must bring to school to be registered. This code must be refreshed termly, and is a parents sole responsibility to ensure this is done. School will put deadlines in place at the end of each term as follows:

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- December 10th
 - March 10th
 - July 1st

Parents must have a valid code in order to access the extra 15hours. If the code is not valid, or is not received into school by the deadline, the child WILL NOT be eligible to receive the extra 15hours for the following term. Parents will receive reminders via email or text to renew their codes in advance. School will also send a reminder letter prior to the deadline date approaching.

If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applicants will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

Oversubscription Criteria

If there are not enough places available for all applicants we will allocate places in the following order:

- Children who will have their fourth birthday during the current academic year and would only have the opportunity to benefit from three terms of nursery education.
- Children who will have their third birthday during the autumn term of the current academic year.
- Children who will have their third birthday during the spring term of the current academic year.
- Children who will have their third birthday during the summer term of the current academic year.

If within any one group there are more applicants than places available then places will be allocated by applying priorities 1 to 6 listed below:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
2. Children who will access either their full universal entitlement or full extended entitlement within this nursery.
3. Children who have a brother or sister at Hemlington Hall Academy.
4. Children who have exceptional medical or social grounds. (See point a below).
5. Other children who live in nearest to the school.

Point a

We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. This evidence will be assessed by a panel of governors/trust board and the Head Teacher. No assumption

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should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie Breaker

If, after applying all of the above, there is a tie between two or more children then priority will be given to the child or children that live nearest to the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school.

Allocation of places

In the event of any pattern of attendance being oversubscribed, places will be allocated as follows:

- *In order of date of application received (starting from the earliest)*

Applications should be returned to:

Hemlington Hall Academy
Briscoe Way
Hemlington
Middlesbrough
TS89SJ

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Change in circumstances

If a child becomes eligible for the extended entitlement at any point after the closing date for applications, then that child will be offered the extended entitlement subject to the admission criteria set out above. If no place is available, the child will be placed on the waiting list for the extended entitlement.

If a child loses their eligibility at any point after the allocation of places, parents/ carers and head-teacher will agree the pattern of attendance for the universal entitlement.

Waiting list

If places then become available we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name will be added to the list by using the priority order described above.

Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with the Lingfield Education Trust using their normal complaints procedure.

Admission into Reception

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Obtaining a place in our school nursery class does not guarantee your child a place in our school for entry to Reception class. There is a different admission policy that applies for admission to primary school entry. You must apply in the September before your child's 4th birthday for admission to a primary school through the coordinated admissions process run by the local authority.

Review

This policy will be reviewed annually by the Lingfield Education Trust.

Author: H.Tarokh / Lingfield Education Trust

Ratified by: Hemlington Hall LGB / Lingfield Board of Directors

Date: 17.07.18

Review Date: Summer 2020