



Linden Road Academy

2016/17 ACADEMIC YEAR Nursery Admissions Policy

1. Nursery Admissions Procedure

Linden Road Academy will admit 39 nursery children for the academic year September 2016 to July 2017. The Academy offers either five morning sessions of three hours each, **or** five afternoon sessions of three hours each during each academic week.

Prospective parents should register their interest with the Academy as soon as possible by completing and submitting an application form which is available from the Academy office or on the Academy website. Forms should be submitted to the school no later than February of the year the child is due to start nursery.

All parents who have returned an application form before the end of February of the year the child is due to start nursery will be contacted in writing by March of that year. Parents will be requested to confirm in writing that they wish to accept the offer of a place. The confirmation slip must be returned to the Academy before the date stated in the letter or the offer of a place may be withdrawn and the place offered to another child.

2. Oversubscription Criteria

Linden Road Academy has an admission number of 39 pupils for entry into the nursery. All applicants will be admitted if 39 or fewer confirm their application. Preferences for morning or afternoon nursery sessions will be allocated on a "first come, first served" basis, unless there are special circumstances which must be taken into consideration.

If the number of applicants exceeds 39 the Governing Body will apply the following criteria:

Children with Education Health Care Plans/statements of special educational needs will be allocated places before the oversubscription criteria are applied. The criteria for over-subscription are:

a. Looked after children; children who have previously been looked after but have been adopted immediately following this period; children who are under a residence or special guardianship order.

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 the definition in section 22(1) of the Children Act 1989)

b. Children and families with exceptional medical or social needs.

Written evidence must be provided by a suitably qualified professional – e.g. a GP or consultant for medical needs, or a social worker for social needs. The information must confirm the exceptional medical or social need and demonstrate how the specified Academy is the only Academy which can meet the defined needs of the child. A panel of officers from The Enquire Learning Trust will make a decision as to whether to admit a child under this criterion, using the evidence provided. Parents/carers are responsible for providing all information in support of an application by the closing date. Officers of the Trust will not ask for additional information. All information provided will be treated in the strictest confidence.

c. Sibling

This will apply where there are brothers or sisters attending Linden Road Academy at the time of application and who will still be attending at the time of admission, i.e. in the September when a pupil is admitted to Nursery. Preference will be given to pupils living nearest to the Academy. The sibling criterion includes; natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/brothers of fostered children; children of the parent/carer's partner and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred Academy.

d. All other applications on distance

Preference will be given to pupils living nearest to the Academy, taking into account ease of access to and distance from alternative nurseries.

Ease of access will be considered when parents provide details of particular reasons which mean that their child could reach Linden Road Academy Nursery, but would have a disproportionately long journey to the next nearest Nursery if denied admission. Details must be provided at the time of application.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the academy property. Measurements will be made using the Local Authority's Academy admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

Where oversubscription occurs in applying either criteria 1, 2 or 3, priority will be given to those pupils living nearest the Academy, measured as a straight line (as above).

The address from which the distance will be measured will be the permanent residential address at the time of application, of the parent with whom the child normally resides. Where parents have shared responsibility, each for part of a week, the home address used will be that from which the child travels to for the majority of the week. In the event of distances being the same for 2 or more applications for the last place to be allocated, the shortest walking distance will be used as a measure using the Local Authority's Academy admissions data mapping software.

An Adoption Order is an order under section 46 of the Adoption and Children Act 2002. A 'Residence Order' is as an order settling the arrangements regarding the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'Special Guardianship Order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

In cases where twins, triplets or other multiple birth siblings would be split when allocations take place, they will be allocated a place over the published admission number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the infant class size limit.

3. Waiting Lists

If Linden Road Academy is oversubscribed, a waiting list will be maintained and will remain in place until the end of the relevant academic year. Parents who have expressed Linden Road Academy as a preference will automatically be placed on the waiting list. All pupils on the waiting list will be ranked according to the oversubscription criteria. Any places will be offered to the highest ranked application received immediately a place becomes available.

4. Appeals

Any parent who is refused admission to Linden Road Academy has the right of appeal to an Independent Appeals Panel. For pupils with a statement of Special Educational Needs, an appeal can be made to the SEN and Disability Tribunal (details are included in the Statement).

Parents who wish to appeal against a decision to refuse admission to Linden Road Academy should do so in writing, setting out clearly why their child should be allocated a place. Parents of children who have not been allocated a place will be notified in writing and will be informed of how to appeal against the decision. Information on appeals can also be found on the Academy Admissions webpage. <http://www.tameside.gov.uk/academys/admissions>.

The Appeals Panel will:

- be independent of the Academy and the LA.
- give the appellant, who may be accompanied by a friend or be represented, the opportunity to make oral representation.