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**2017/18 ACADEMIC YEAR**

**Nursery Admissions Policy**

1. **Nursery Admissions Procedure**

Linden Road Academy has the capacity to admit 39 nursery children for the academic year September 2017 to July 2018. The Academy offers either five morning sessions of three hours each, **or** five afternoon sessions of three hours 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confirmation slip must be returned to the Academy before the date stated in the letter or the offer of a place may be withdrawn and the place offered to another child.

1. **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.

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.

1. **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.