
Admission Arrangements

Willow Green Academy follows the admission procedures set out by the Wakefield Authority, our agreed admission number per cohort is 30.

Please use the following link to access the relevant section of the Local Authority website.

<http://www.wakefield.gov.uk/residents/schools-and-children/schools/admissions>

The policy and other related documents are available to download below.

Willow Green Academy

Model Early Years Admissions Policy – Universal and Extended Entitlement for 3 and 4 year olds

Please note this policy does not cover two year olds attending school/academy nurseries – if you offer places to two year olds you must insert a statement on how these places are allocated. It is suggested that these are allocated in order of receipt of the 2 Year Old letter (i.e. a first come first served basis)

The Governing Body is responsible for admissions to the school's Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has a 26 place nursery. Therefore a maximum of 52 universal places will be offered.

The school will not be offering places for the extended offer at this time. This may change at the discretion of the Head of Academy should there be a change in the demand for Nursery provision and the extended entitlement.

PART-TIME ADMISSION DATES

A child can be admitted to early year's provision the term after their 3rd birthday.

The part-time admission dates are:

Three Year Olds

| Born Between | Month of Part-time Admission | Term of Part-time Admission |
|---------------------|-------------------------------------|------------------------------------|
| 1 April - 31 August | September | Autumn |
| 1 Sept - 31 Dec | January | Spring |
| 1 Jan - 31 March | after Easter | Summer |

April born children will be admitted part-time in the following September and not after Easter regardless of when Easter falls.

PART-TIME ADMISSIONS CRITERIA

If the number of applications received for a universal nursery place does not exceed the number of places available then all children will be admitted on a part-time basis.

Where a school receives more applications than places available then children should be admitted in the following order:

- Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;
- Other children who live in the school's catchment area;
- Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
- Other children by age order (admitting eldest first).

Explanatory Notes

- Where any criterion category is over-subscribed then children within that category should be admitted in an age order basis (eldest first). Where 2 children have the same date of birth then priority should be given to Wakefield District children. If both children live in the Wakefield District then priority would be given to the child that lives nearest the school.

- Brothers and sisters are defined as children with brothers or sisters (including step-brothers or sisters) living at the same address, in attendance at the same school or a school on the same site, on the date of admission.
- For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.
- Children in Public Care – this refers to children who are:
 - Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
 - Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
 - Children who have been adopted from Local Authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children.
- Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its agreed Nursery Number, you must contact the Early Years Team to agree a resolution.
 - If a child has a change to their circumstances (change of address) once an application for a part-time place has been submitted it is the responsibility of the parent to inform the school of the change. However, if a parent applying for a part-time place already has a sibling in school and they have a material change then the school should check all addresses when considering part-time places to ensure that they have the correct information for all children to ensure that all part-time places are allocated correctly.
 - Children living from families outside the Wakefield District boundary will be considered alongside those who live within the Wakefield District.
 - All voluntary aided and foundation (trust) schools and academies should admit part-time children following their own full-time admissions criteria as in the published Primary Guide for Parents.
 - A school providing wrap-around-care must not include this in the admissions criteria. A parent must not be expected to purchase additional services in order to gain a part-time place at the school.
 - Where required the Council will provide support to a school in applying the part-time admissions criteria.

PART-TIME ADMISSIONS CRITERIA – EXTENDED ENTITLEMENT (SCHOOLS OFFERING A FLEXIBLE MODEL)

Where a school receives more applications for an extended entitlement place than those available then children should be admitted in the following order:

- The child accessing the universal offer in the school.
- Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- Children who live in the school's catchment area or parish area, who have brothers or sisters attending the school at the time of admission;
- Other children who live in the school's catchment area;
- Children who live outside the school's catchment area but have brothers or sisters in attendance at the school;
- Other Children by age order (eldest first).

PART-TIME ADMISSIONS CRITERIA – EXTENDED ENTITLEMENT (CHILD TAKING UP IN TWO SCHOOLS)

A child who accesses their universal entitlement in one school may take up their extended entitlement at a different school if they meet the eligibility criteria.

They should only be admitted after all universal places have been allocated and extended entitlement places where a school offers a flexible model.

- Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
- Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
- Date of birth order – eldest first.

DEFERRING A FULL-TIME SCHOOL PLACE

The statutory School Admissions Code of Practice allows parents to defer their child's offer of a full-time place until they reach statutory school age. For advice on this please refer to the full-time Admissions Policy or contact the School Admissions Team on 01924 305616/17/18/19.

If a parent wishes to defer their offer of a full-time place at their allocated school and they wish their child to continue attending nursery provision on a universal basis or extended where they are eligible then the below must be followed:

- Parents must formally put in writing to the local authority's School Admissions Team and the school that they wish to defer the offer of a full-time place.
- The School Admissions Team will contact the school where a full-time place has been offered.

- The School Admissions Team will write to the parent to confirm the deferral of a place explaining that they will have to make alternative arrangement with either their existing or an alternative nursery provider.
- The Early Years Team can provide support and advice in securing a part-time nursery place.

If a parent contacts a school directly then the school should inform the School Admissions Team as outlined above.

Not all parents are being offered a full-time Reception place at the school of their preferred choice. Where this occurs some parents are requesting to stay within their current nursery in the anticipation that a full-time place will become available at that school. This is highly unlikely to occur unless the child is towards the top of the waiting list and there are no guarantees that a place will then become available.

When such a request to stay in the nursery is made then it is up to each school and their Governing Body to make the final decision as any parental complaint / appeal would be made through the School's Governing Body.

Wakefield Council advises that if there are spare places available in the nursery class then the school should allow the child to continue in the nursery until such time that the place is required for another child. If the school nursery is full or the school is stating that they have decided that the child cannot continue in the nursery then the parents should be advised to contact the Early Years Team on 0800 5878042 or 01977 722345 they will provide advice and support in obtaining an alternative nursery or reception place.

The legal position remains that parents who wish to defer taking their full-time place are still entitled to an early year's place of either 15 or 30 hours, where they meet the eligibility criteria, with another early year's provider from September. The Council must ensure provision is available if the child cannot remain in their current placement.

A school would receive part-time funding if a full-time eligible child remained part-time (ie up to 15 hours) in a schools nursery class. If the child was eligible to the extended entitlement then they could access up to 30 hours.

ALLOCATING PLACES both Universal and Extended

Parents/carers must contact the school directly when applying for a part-time nursery place. The child's name will be added to the school's nursery waiting list and the parent/carer will be requested to complete an application form, which includes collecting information regarding attendance patterns.

Parents who require less than 5 sessions / 15 hours per week will be considered alongside all other requests. The extended entitlement allows up to 15 additional hours (a parents must not be required to take all additional 15 hours).

Places will be allocated in accordance with the above admissions criteria.

A parent taking both the universal and extended entitlement at two settings decides who will provide the universal and who will provide the extended.

The school will allocate universal places on the following dates for the following academic year:

| Term child will take up Early Years Provision | Week commencing date places will be allocated |
|--|--|
| Autumn | (insert date) |
| Spring | (insert date) |
| Summer | (insert date) |

The school will allocate extended entitlement places on the following dates for the following academic year:

| Term child will take up Early Years Provision | Week commencing date places will be allocated |
|--|--|
| Autumn | (insert date) |
| Spring | (insert date) |
| Summer | (insert date) |

Allocation of extended entitlement places will be on the assumption that the parent is eligible for the extended entitlement should this not be the case the school will remove the place. If all extended entitlement places have been allocated then the school may, at the discretion of the Head of Academy, agree to offer any spare places and charge the parent. All charges should be set out in the schools charging policy and should be recorded separately on the schools budget.

Any applications received after the specified dates will only be considered once all other applications have been dealt with.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Head of Academy, then the offer of a part-time place can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a part-time place. If a parent/carer provides inaccurate information,

which results in an application not being successful, then the school reserves the right to remove the nursery place.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school/academy will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused a part-time early years place then the parent/carers may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will not admit children over their designated nursery number or earlier than the specified admission dates. Therefore, the only grounds for upholding an appeal will be where a parent can demonstrate that an error has been made by the school when processing the application.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions Preference Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.