

## **Allocation of places in LA nurseries and nursery classes**

There are maximum numbers of children who can be admitted to our nursery schools and classes. If there are more applications for a particular nursery than there are places to offer, then the LA's published admissions criteria will be used to decide which applications should be successful. These are set out below in order of priority.

**Your child must have reached the age of 3 years on or before 31 August before the new school year which starts in September 2018.**

**Priority 1.** Will be given to 'Looked after children' and 'previously looked after children' i.e. those children resident with a foster carer or in a children's home and children who ceased to be 'looked after' because they were adopted, or became subject to a residence order or special guardianship order. A letter from the social worker must be provided confirming the legal status of the child and the name of the local authority with responsibility for the child and/or relevant documents must be provided.

**Priority 2.** Where the nursery class is part of an infant or primary school, second priority will be given to children who, at the date of their admission to the nursery class, have an older "sibling" in attendance in the upper part of the school. Sibling priority is also accorded to children, other than brothers and sisters, who are part of a single family unit and who are resident at the same address. Note. Sibling status is granted only where the applicant has parental responsibility for all the children concerned. It does not apply to children of different family units living at the same address. An older child may not be in the main school, but you may be applying for his/her admission to the reception class in September. If this is so, you must ensure that the older child or children's information is clearly stated on the nursery application form, if your application for a nursery place is dependent on the older child(ren) being admitted to main school.

**Priority 3.** Your child may be given priority on special medical, social or educational grounds; these will not normally be considered unless the case you make is accompanied by a supporting statement from for example, a Doctor, a Social Worker, a Health Visitor or an appropriate education service. In these circumstances, you must give particulars of a person who can be contacted on your behalf if necessary.

**Priority 4.** Finally, decisions will be taken on the basis of pupils living nearest to the school as measured in a straight line. Distance will be measured in a straight line from the centre of the pupils main home to the designated main entrance, nominated by the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties e.g. Flats, the measurement will be taken from the centre of the building.

Distance will be used as a tiebreaker for each oversubscription criterion, where distances are the same, random allocation will be used.

**Child-minding and/or work commitment factors cannot be taken into account when allocating places at over-subscribed nurseries/schools.**

### **The address from which you apply**

The address on the form must be where you live with your child. You must not use the address of a business, a relative, a childminder, or any other person (see Note below). If necessary, steps will be taken to verify addresses. Falsification of an address can lead to withdrawal of the offer of a place.

Note. 'Child's permanent address' — consideration will be given to accepting that a child's normal permanent place of residence is with someone other than a parent, e.g. a relative or

carer, only where there is significant independent evidence to support the arrangement. It is expected that such evidence would take the form of a Court Order identifying the person with legal custody and parental responsibility for the child. In certain circumstances, a letter from the Social Services department outlining and supporting the arrangement would also be considered.

If you do not appear on the electoral roll at your child's address, you may be asked to provide some other proof of your residence, for example, household bills or your rent book.

It is important that you inform the nursery or school immediately of any change of address, as this could affect the outcome of your application.

**Notification of the outcome of your application**

The nursery to which you have applied will advise you of the date on which you will receive notification of the outcome of your application. If it is not possible to offer a place for your child at your preferred nursery, you may wish to ask the nursery to maintain your child's name on their waiting list if appropriate and/or contact other nurseries regarding the availability of places.