# Policy Document

Alkerden Church of England Academy

# Admissions Policy

## For September 2027

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PROUD TO BE
Aletheia
Academies Trust

## Purpose and Scope

This policy sets out the arrangements for admission to the Nursery at Alkerden Church of England Academy, including how applications are made, how places are allocated where there are more applications than places available, and the arrangements for waiting lists and applications made during the academic year.

Aletheia Academies Trust is responsible for determining the admission arrangements for Alkerden Church of England Academy Nursery. Applications are administered by the Academy in accordance with this policy.

The School Admissions Code does not apply to admission to nursery provision. However, the Trust is committed to operating nursery admissions arrangements which are clear, fair, objective and transparent and which comply with relevant equalities, SEND and early years requirements.

Admission to the Nursery is separate from admission to Reception at Alkerden Church of England Academy. A place in the Nursery does not guarantee, or give priority for, a place in Reception. Parents/carers must make a separate application for a Reception place through the statutory school admissions process.

**Nursery provision and eligibility**

Alkerden Nursery offers places for children who are **aged 3 years old** (or who will turn 3 during the academic year they start Nursery). Families should apply during the **academic year before their child is due to start Nursery**.

For example:

- **Children born between 1st September 2023 and 31st August 2024**
    - Eligible to start Nursery from **September 2027**, as they will have reached the age of 3 by 31st August 2027.
    - Formal applications open from **Autumn 2026**, with places allocated during **Spring 2027**.
- **Children born between 1st September 2024 and 31st August 2025**
    - Eligible to start Nursery from **September 2028**, as they will have reached the age of 3 by 31st August 2028.
    - Formal applications open from **Autumn 2027**, with places allocated during **Spring 2028**.

**Nursery Capacity**

The Nursery has capacity for 30 places in the morning and 30 places in the afternoon. Where the number of applications exceeds the number of places available, places will be allocated in accordance with the oversubscription criteria below.

Alkerden Church of England Academy Nursery forms part of a Church of England academy and operates within the Christian ethos and values of the school. Families of all faiths and none are welcome to apply.

**Oversubscription Criteria**

If there are more applications for the nursery class at Alkerden Church of England Academy than there are places where the following oversubscription criteria will be applied by the Governors.

1. **Looked after and previously looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted. Parents are responsible for providing all relevant information and supporting documentation. Where any documentation is not in English, parents must also provide an official translation completed by an appropriately accredited translator.

**2. Children who have siblings or step or half siblings, including fostered and adopted siblings living at the same home address, attending Alkerden C of E Academy at the time of admission.**

The school reserves the right to ask for proof of relationship.

**3. Children resident in Alkerden, Castle Hill, Ashmere and Ebbsfleet Green, whose permanent home address has a postcode starting DA10 1, followed by two letters, e.g. DA10 1ZZ.**

**4. Children with Health and Special Access Reasons**

Health and Special Access Reasons Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

**5. Children of staff of Alkerden C of E Academy in either or both of the following circumstances:**

(a) where the member of staff has been employed at the school two or more years at the time at which the application for admission to the school is made

(b) and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.

**6. All other applicants.**

Alkerden CE Academy Nursery will not disadvantage a child from a particular social or racial group; or a child with disability or SEN.

**Tie Breaks**

In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the school.

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school.

Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Where two or more children have equal priority under the oversubscription criteria, the place will be offered to the oldest child, determined by date of birth.

**Funded childcare entitlement and session arrangements**

All 3 and 4-year-old children are entitled to the Universal Entitlement of funded early education and childcare. Eligible working parents may also be entitled to additional funded hours under the Working Parent Entitlement, subject to meeting the relevant eligibility requirements.

Alkerden Church of England Academy Nursery offers funded provision between 9.00am and 3.00pm, Monday to Friday, during term time only. Places and sessions are subject to availability and will be allocated in accordance with the admissions arrangements and oversubscription criteria set out in this policy.

Entitlement to funded early education and childcare does not guarantee a place at a particular provider or a particular pattern of delivery. Parents/carers are responsible for ensuring that they meet the relevant eligibility requirements and, where applicable, for obtaining and renewing their eligibility code within the required timescales.

Children attending across the lunchtime period must bring a packed lunch, unless they are entitled to and have arranged to receive a school-provided meal. Children will be supervised during the lunchtime period between 12.00pm and 1.00pm.

Parents/carers who are in receipt of qualifying benefits should contact the Academy Office for further information about any support with meals that may be available in accordance with the relevant Kent County Council arrangements.

**In-Year Admissions (Applications during the academic year)**

Parents can apply for a place for their child at any time outside of the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. The waiting list is re-ranked, in line with our published oversubscription criteria, every time a child is added. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

**Waiting List**

**F**amilies on the waiting list will be contacted by email/letter for the main intake for September, usually in the Spring Term preceding the intake. Other places offered at other times will be initially by email or telephone followed by letter.

Once the place is accepted for September, parents or carers will be invited for an introductory meeting with the Director of Nursery, EYFS and Key Stage 1 and a tour of the school. In exceptional circumstances this may be conducted by video conferencing. Places will have to be accepted by email, phone or letter and an appointment letter for enrolment will be sent around the Summer Term preceding the intake. In exceptional circumstances this may be conducted by video conferencing.

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Parents/carers who are in receipt of qualifying benefits should contact the Academy Office for further information about any support with meals that may be available in accordance with the relevant Kent County Council arrangements.

**Children with special educational needs and/or disabilities**
The Nursery welcomes applications from children with special educational needs and/or disabilities. The Academy and Trust will work with parents, carers and the local authority, where appropriate, to ensure that relevant statutory duties are met, including duties under the Children and Families Act 2014 and Equality Act 2010. Reasonable adjustments will be considered where necessary to enable a child to access the provision.

Where no place is available, the child's name may be placed on the Nursery waiting list. The waiting list will be ranked in accordance with the oversubscription criteria in this policy and will be re-ranked whenever a child is added to, or removed from, the list. Priority will not be given according to the length of time a child's name has been on the waiting list.

**Enrolment time/acceptance of place**
Parents and carers will have to bring with them an original of their child's birth certificate or child's passport, proof of their address (utility bill) dated within the last three months, and their child's red clinic book/child benefit letter, along with any details of their child's 2-Year-Old check if available.
Families are encouraged to advise the Nursery at the earliest opportunity that they will not be taking up their offered place.

**Starting school**

Children will be offered stay and play sessions to help them settle into the nursery, parents are expected to stay with their children during this time.

Families are invited to stay on site for at least their first session or until the child has settled. The child's Key Person will advise you of any changes to their full entitlement hours. Some children need longer to settle and every effort is made to make the process of transition smooth.

**Annual leave**

Parents are requested to refrain from applying for annual leave during term time. Any requests must be in writing, where it will be considered using the Director of Nursery, EYFS and Key Stage 1 discretion.

**Where an application is unsuccessful**

Where a nursery place cannot be offered, the parent/carer will be informed in writing and, where requested, the child's name will be placed on the waiting list.

There is no statutory right of appeal against the refusal of a nursery place. However, where a parent/carer believes that this policy has not been applied correctly, they may request that the decision is reviewed by the Trust. Any complaint about the administration of the admissions process may also be considered under the Trust's Complaints Policy.

**Admission to Reception**

Admission to Alkerden Church of England Academy Nursery does not guarantee, or give a child priority for, admission to Reception at Alkerden Church of England Academy.

Parents and carers must make a separate application for a Reception place through the normal primary school admissions process. Applications for Reception will be considered in accordance with the Academy's published statutory admissions arrangements.

## Practice

Families on the waiting list will be contacted by email/letter for the main intake for September, usually in the Spring Term preceding the intake. Other places offered at other times will be initially by email or telephone followed by letter.

Once the place is accepted for September, parents or carers will be invited for an introductory meeting with the Director of Nursery, EYFS and Key Stage 1 and a tour of the school. In exceptional circumstances this may be conducted by video conferencing.

Places will have to be accepted by email, phone or letter and an appointment letter for enrolment will be sent around the Summer Term preceding the intake. In exceptional circumstances this may be conducted by video conferencing.

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## Over Subscriptions

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to Children in Local Authority Care and all Previously Looked After Children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as having a demonstrable and significant need to attend the school. The school requires written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection 2 between these needs and the school.
3. Priority will next be given to children with siblings at the school currently. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
4. Date of birth - but taking into account the length of time the child has been on the waiting list.
5. Nearness of children's home to the school. The Local Authority uses distance between the child's permanent home address and the school and is measured in a straight line using National Land and Property Gazetter (NLPG) address point.