



Living the Olympic
and Paralympic Values

sing up
Silver Award



Northbourne CE (A) Primary School

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Didcot
Oxfordshire OX11 8LJ

Headteacher: Mr. P. Shaughnessy

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www.northbourne-school.org.uk

Nursery Admissions Policy 2018-19

At Northbourne CE (A) Primary School we strive to nurture excellence, through:

- An inspiring curriculum that develops the unique talents of all of our children
- Helping children learn about themselves and the world
- Learning and growing together within the Christian story

We aim to do this through children, families and staff working together in a committed partnership, and, as a part of this, very much value our links with our community and our local churches.

As an inclusive school, we welcome applications from all members of the community; from Christian families, those of other faiths and those of no faith.

This policy applies to the academic year 2018-19, and governors have made every effort to ensure these arrangements comply with the School Admissions Code 2012 and all relevant legislation. Parents who wish their child to attend Northbourne are very welcome to visit. Arrangements can be made through Mrs. Helen Cliff, our School Secretary, or a member of our office staff. As a Church Aided School, the Governing Body is the admissions authority and has the responsibility for setting these arrangements and for making decisions regarding admissions applications.

Governors have agreed to a Published Admissions Number of 26 pupils per Nursery session.

Please note: Northbourne CE (A) Primary School has a separate admissions policy and parents will need to submit a CAF (Common Application Form) to Oxfordshire County Council in line with the national closing date of 16th January each year in order to continue into Reception at Northbourne. There is no automatic right of entry from Nursery to Reception.

Patterns of Nursery attendance available

The entitlement to funded nursery education is either 15 hours a week or 30 hours a week, depending on parental eligibility. This entitlement starts from the term after a child's third birthday (based on a 3-term year). Nursery classes may offer funded hours in a number of ways. Our school will make a core offer of:

- A morning session from 8:45 – 11:45am, 5 days a week (15 hours entitlement)
- An afternoon session from 12:15 – 3:15pm, 5 days a week (15 hours entitlement)
- An all-day session from 8:45 – 3:15pm, 5 days a week (30 hours entitlement). Please note this includes a 30 minute lunchbreak, not included in the 30 hour funding; a charge applies for parents whose children need to stay for lunch.

Extended hours

Some families may need a longer day. We are able to offer places to children entitled to a place in our Nursery class in our governor-run before-school provision, Morning Fun Club. This takes place in our school hall from 7:30am until the start of the Nursery session at 8:45am. The provision before school differs from the core Nursery provision, as there are older children attending, and, as this is not part of the universal 15 hours entitlement, comes at an additional cost to parents of £4 per session (£3.50 for siblings). More information about booking places is available from Mrs. Nicky Gennery in the school office; visits to observe Morning Fun Club in operation are warmly welcomed.

Visits

We welcome visits from parents and children who are considering applying for a Nursery place. This is an opportunity for you to see what provision we offer. Visits are not a compulsory part of the admissions process and will not affect whether a place can be offered in the Nursery. If you would like a visit, please contact Mrs. Nicky Gennery to make an appointment.

Applying for a place

Most children will start in our Nursery class at the start of a term (3-term year). Other children may join us 'in-year' at other times. This may be because they are new to the area or would like to transfer from another Early Years' provider.

Places are not allocated to a child automatically, even when:

- There is an older sibling attending the school;
- A parent has expressed an interest in the school at any time;
- The child has always lived close to the school.

No places will be held in reserve for children who apply late (relative to the dates given below); the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

To apply for a place, parents should submit a **School Nursery Application Form** and return it to the school. The closing dates for each term's admissions are shown in the table below; you can apply after these dates, but your application will not be considered until after on-time applications are allocated places.

For admission in:	Closing dates for applications:	Parents informed by:
September	1 st April	1 st May
January	1 st July	1 st October
April (after Easter break)	1 st January	1 st February

If there are fewer applications than spaces, then no application will be refused. Only if there are more applications than spaces available will the Governing Body then prioritise applications according to the over-subscription criteria below.

Information included in an application

It is important that all applications are completed fully and honestly. It is important that, when we offer some places and potentially refuse others, we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address has been given

which is not the one from which a child will actually attend Nursery and this disadvantages another child. If necessary, we may ask you for evidence of a child's home address before a space is offered.

If you know or believe your child's address will change before admission, you must inform the school as this may affect your application. You will also be asked to provide evidence of your child's date of birth as part of the application procedure.

Over-subscription Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming Northbourne School will always be offered places. If there is then greater demand for admissions than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they were adopted or became subject to a residence order or special guardianship order (see note 2);
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Northbourne School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see note 3).
3. Children with a sibling on the roll of Northbourne Primary School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school (note 4).
4. Children where at least one parent is a regular worshipper at a church which is a member of Churches Together in Britain and Ireland (*If using this as a criteria for consideration, parents should also complete the Supplementary Admissions Form included at the end of this policy; please note this does not need to be completed where either criteria 1 or 2 are met*)
5. Children whose normal home address is in the designated area of the whole of Didcot (note 5).

Proximity of the child's home, as measured by the straight line distance (see note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 5 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Further information

- A nursery place should cease no later than the term after the child's fifth birthday; that is, when they are of statutory school age;
- Any complaint about the operation of this Admissions Policy or the refusal of a place should be made through the school Complaints Policy, available on the school website;
- There is no statutory right of appeal;
- Further information can be obtained from our school office at Cockcroft Road, Didcot OX11 8LJ, (01235) 817744, or from office.3852@northbourne.oxon.sch.uk

Notes

Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person, or
- Any person who has care of the child or young person

If you are in any doubt, please contact the school.

Note 2

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3

When applying under criterion 2 (exceptional medical and social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Northbourne School. This supporting evidence must clearly demonstrate why the school is most suitable and must illustrate the difficulties that would be caused if your child has to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker etc who is aware of our child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 5

By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- Any legal documentation confirming residence
- The pattern of residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school of the contact details and home address supplied to it by the parents
- Where the child is registered with his / her GP
- Any other evidence the parents may supply to verify the position

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and content insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the Local Authority to ensure that places are not obtained at the school on the basis of false addresses and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (for example a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card, if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

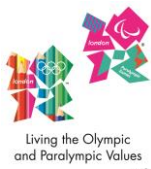
If parents move house after the application has been made, but before any offer of a place has been made, the home Local Authority must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 6

The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire Local Authority's Geographical Information System.



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Nursery Application Form

SECTION 1: Child's Details

Legal Surname		First Name			
If your child is known by a different surname, please state here		Middle Names			
Address				Male or Female	
				Date of Birth	
	Post Code		DD	MM	YY
Siblings currently at Northbourne	Name		Class		
	Name		Class		
	Name		Class		

SECTION 2: Your Details

Name of Parent/Carer living at home address in section 1	Mr/Mrs/Miss/Ms/Other		
Relationship to child			
Email Address			
Home Telephone number		Mobile Telephone Number	

SECTION 3: Sessions

15 hour funded sessions are taken as either 5 morning sessions a week (8.45am – 11.45am) or 5 afternoon sessions a week (12.15pm – 3.15pm).

We do offer a number of 30 hour funded spaces for eligible parents; these are made up of a session each day between Monday and Friday. There is a small charge (£4 per session) to cover lunchtime care should you wish for your child to remain at nursery between sessions (11.45am – 12.15pm).

I wish to apply for a 15 hour place	Yes / No
I wish to apply for a 30 hour place and have checked that I am eligible for a place (https://www.gov.uk/sign-in-childcare-account)	Yes/No

SECTION 4: Extra Information

Does your child have a statement of SEN or an EHCP?	Yes / No	If so, what Authority maintains this Statement/Plan?	
Is your child 'looked after' or previously 'looked after' by a LA	Yes / No	If so, please give the name of your child's social worker and the Authority	
Does your child have a disability as defined in the Equality Act (2010)?	Yes / No	Please give the nature of your child's disability	
Are you moving as a new posting as Service or Crown Servant personnel?	Yes / No	If so, please give date of your move	
My child worships regularly at a Church which is a member of Churches Together in Britain and Ireland	Yes / No	If so, please complete separate <i>Supplementary Admissions Form</i>	

SECTION 4: Declaration

Please note that, if you deliberately give false information, we may withdraw your child's offer of a nursery place

Signature:		Date:	
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Supplementary Nursery Admission form 2017-18

Only to be completed if applying for consideration under over-subscription criteria 4: regular worshipper at church.

Name of Parent/Carer.....

Name of child

Date of birthMale/Female

Address of child's home

..... Postcode

Parent Telephone No. (Home) (Work)

Do you worship regularly at a Church which is a member of Churches Together in Britain and Ireland, (i.e. at least once per month)? Please give the name of the church

Please ask your minister or leader to sign below.

I confirm that worships at Church regularly (i.e. at least once per month) and has done so for at least six months.

Signed:

I confirm that I wish a church school education for my child.

Signed.....