



Millfield Primary Nursery Admissions Policy

Document Control

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This Admissions Policy relates to admission to the Academy in the academic year 2022/23

General

As the Admissions Authority, The Elliot Foundation Academies Trust is responsible for the admission of pupils from the age of 3 into the Nursery at Millfield Primary School.

Admissions into Nursery are managed directly by the school and not by the Local Authority.

This Admissions Policy determines the arrangements for the number of places in Nursery and how pupils will be admitted into the Nursery I, including the oversubscription criteria if there are more applications than there are places.

This policy sets out the admissions to the Nursery only; the admission arrangement for Reception Entry and in-year admissions can be found in the school's separate Admissions Policy.

Admission Numbers

1) Published Admission Number (PAN) – Nursery Entry

The Academy has an agreed PAN of 24 full-time equivalent places, *see nursery admission on the Academy website for further details.*

Application Process

2) Nursery Admission

a) Applications for a place in the nursery will be made directly to the Academy and the timetable will be published yearly. Applicants will be considered under the published admissions criteria *clause 5*, *see nursery admission on the Academy website for further details.*

b) The Academy does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the Academy in comparison to those who have to attend other providers.

c) Parents/Carers will need to apply for a reception place on their local authority application form if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria *clause 5*.

3) Waiting Lists

The Academy will operate a waiting list where it receives more applications than there are places available, the list will be open for the whole academic year. Applications will be made directly to the Academy and will be considered under the published admissions criteria *clause 5*, (*see nursery admission on the Academy website for further details*).

The following criteria will be applied when the Academy is oversubscribed, places are allocated when a place becomes available:

1. Children with Statements of Special Educational Needs (SEN) / Education, Health and Care plan (EHCP) where the Nursery is named.
2. Children who are Looked After
 - a) A 'looked after child' (as defined in the Children Act 1989) 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 including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. *Details of eligibility must be supplied by the allocated social worker or foster carer.*

Or

- b) A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. *Proof of eligibility will be required.*
3. Children for whom it is essential to be admitted to the Nursery because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker or similar professional. The supporting evidence should set out the particular reason why the Nursery is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Nursery by the application closing date, for the applicant to be considered under this criterion.
4. Children who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who will be living with them at the same address and on roll of the Nursery. Children will be considered under this criterion if they have a sibling who attends Millfield Primary and who will continue to be on roll when the child joins the Nursery.
5. Children living nearest to the Nursery within the catchment area of South and South East part of Littleport.
6. Children living nearest to the Nursery outside of the catchment area.

** Where places cannot be allocated, your child's details will be added to our waiting list. This will be arranged in strict order of the admissions criteria, not according to the date of application.