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## **Metropolitan Borough of Knowsley**

**Education Improvement Team**

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### **2021/22 Nursery Class Admission Arrangements for:**

- **Community Primary Schools**
  - **Participating Primary Academies**
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## CONTEXT

- 1.1 Knowsley Local Authority is the admission authority for all community primary schools within the authority area. The Local Authority is thus responsible for setting the arrangements for admission to nursery classes for the following community primary schools:

Eastcroft Park	Evelyn	Knowsley Village
Malvern	Millbrook	Northwood
Park Brow	Plantation	Prescot
Ravenscroft	Roby Park	Stockbridge Village
Westvale		

- 1.2 Individual Academy Trusts are the admission authority for their associated academy schools within the Knowsley local authority area. Knowsley local authority work collaboratively with Academy Trusts who operate in the Knowsley area. The following Academy Trusts have agreed to adopt the admission arrangements of Knowsley local authority for their associated schools:

<b>Multi Academy Trust</b>	<b>Primary Academy</b>	<b>Secondary Academy</b>
Dean Trust	Blacklow Brow Park View	Lord Derby Academy
Heath Family Trust	Halsnead	The Prescot School
Rowan Learning Trust	_____	Kirkby High School
Vantage Trust	Knowsley Lane Willow Tree	_____
Wade Deacon Trust	Sylvester Whiston Willis Yew Tree	Halewood Academy

## 2 GENERAL ARRANGEMENTS

- 2.1 All children, irrespective of need, have a statutory entitlement to part-time nursery education from the beginning of the term following their third birthday.

<b>Child's 5<sup>th</sup> birthday</b>	<b>Term of admission</b>
1 April - 31 August	following Autumn
1 September – 31 December	following Spring
1 January – 31 March	following Summer

- 2.2 Nursery education provision in the school year 2021/22 is currently expected to be 15 hours per week.<sup>1</sup>
- 2.3 Normally, schools operate five morning and five afternoon sessions of three hours each per week. Schools will seek to accommodate parent/carer preferences for either morning or afternoon places and some offer flexible places, but this may not always be possible and cannot be guaranteed. Session times should be discussed directly with the individual school.
- 2.4 Each Knowsley school nursery class has a set number of places. Parents/carers should note that places may have been allocated to three year olds in the preceding year. Where these children are still of nursery age and are continuing to attend, this will limit the number of places available for allocation, *for example, a 52-place nursery may have 12 children continuing from the previous year which means 40 places remain available for allocation.*
- 2.5 Where there are more applications than places available, the school will apply the nursery oversubscription criteria. The oversubscription criteria for community primary schools and participating academies is stated in this document.
- 2.6 Where a place cannot be offered, parents/carers can request information as to which other Knowsley school nursery classes in the area have availability. There is no right of appeal if a nursery place cannot be allocated. Schools may hold waiting lists – parents/carers should check with the individual school.
- 2.7 The offer of a nursery place does not guarantee transfer to the reception class of that school or give any priority for a place in the reception class of that school. All parents/carers seeking reception places for their child must apply formally during the appropriate application period and applications will be considered according to the determined primary school admission policy and procedures for that year.
- 2.8 The school's offer letter will provide a start date. This will normally be the beginning of the term following the third birthday. If parents/carers do not require the place they should inform the school immediately in writing.

### **3 APPLICATION PROCEDURES**

- 2.1 Parents/carers seeking to place their child in the nursery class of a community primary school / participating academy should complete the School Nursery Application Form at the appropriate time. The application is produced by the Local Authority and will be available from each primary community school / participating academy, the Local Authority School Admissions Team or can be downloaded from the Knowsley Council website.

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<sup>1</sup> From September 2017 working parents may also be entitled to additional free childcare hours for their three and four year olds. The additional hours can be taken flexibly throughout the year and can be split across more than one childcare provider, including childminders, pre-schools, day nurseries, schools and academies.

- 3.2 Applications are welcomed both from Knowsley residents and from those who live outside the borough. In all cases, the relevant Knowsley application form should be completed.
- 3.3 Parents/carers can apply for a place in more than one nursery – one application must be completed and returned directly to each school. Where an offer is made but is no longer required, parents/carers should inform the school without delay to ensure places can be reallocated.
- 3.4 An application form should contain accurate information. Any offer of a place is subject to a birth certificate and proof of address subsequently being provided to the school, confirming the information provided on the form. The address given must be the official home residency for the child. Where it is found that false information has been provided, the place offered may be withdrawn.
- 3.5 Applications received after the relevant closing date but in time for the allocation will be included where practicable. However, as the exact date of allocation cannot be predicted, there is no guarantee that any application received after the closing date will be included.
- 3.6 Applications will be considered on a termly basis. All applications received by the relevant date will be considered together after that date and the admission policy will be applied if necessary.

<b>Date of admission to nursery</b>	<b>Closing date for applications</b>
Autumn term (September - December)	10 March (preceeding entry)
Spring term (January - March)	Last Friday before Autumn half term (October preceeding entry)
Summer term (April - July)	Last Friday before Spring half term (February preceeding entry)

- 3.7 Parents/carers must inform the school immediately, in writing, of any change of circumstance that may affect their application, for example a change of address.

#### **4 PRIMARY COMMUNITY SCHOOLS AND PARTICIPATING ACADEMIES NURSERY CLASS ADMISSION POLICY**

Where more applications are received than places available, the oversubscription criteria below will be applied to all eligible applicants as follows: (*i.e. applicants eligible for entry in the particular term under consideration*)

Priority will be given in the following order:

- 1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.** (See note a)

2. **Children aged 4 with an older sibling expected to be attending that nursery class or primary school at the time of the younger child's admission.**  
(See notes b and c)
3. **Other children aged 4.** (See note b)
4. **Children aged 3 with an older sibling expected to be attending that nursery class or primary school at the time of the younger child's admission.**  
(See notes b and c)
5. **Other children aged 3.** (See note b)

#### Notes

- a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide evidence of this to the local authority at the point of application.
- b. "Children aged 4" is defined as children who will have reached the age of 4 by 31<sup>st</sup> August at the end of the school year for which they are applying for a nursery place (i.e. they are in the year previous to admission to reception class).  
"Children aged 3" is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place (i.e. they are 2 years previous to admission to reception class).
- c. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis (the Authority reserves the right to request evidence to confirm residency).

#### Tie-break

Where there are more children in any one criterion than places remaining, the following tie-break will be used:

**Home to school distance, with the child living closest to the school having priority. The measurement is a straight-line measurement ("as the crow flies") using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid coordinates for the family home and the school.**

In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

Where a pupil has an Education Health and Care Plan that names a particular school as provision, the child must normally be admitted and will have priority over all other applicants and available places will be reduced accordingly.

Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

### **Notes for Primary Community Schools and Participating Academies:**

The Governing Bodies of Primary Community Schools and Participating Academies will continue to undertake the administration of the termly admission procedures for nursery classes. Only children of the relevant age range should be considered. No places should be offered before the relevant closing dates stated in this document.

**Where the school has more applications than places and it is necessary to apply the admission policy, the school should inform the** Local Authority School Admissions Team. The Governors can then clarify with the Local Authority that the allocation is undertaken in line with the requirements of the stated policy. Any requirements for formal home to school distance measuring will be undertaken by the Local Authority School Admissions Team. Individual schools will issue offer and refusal letters directly to applicants and maintain any waiting list with priority in accordance with the oversubscription criteria.

Once a place has been formally offered and accepted, schools may request additional information about the child from the families to assist in preparation for admission/induction.

Schools should check proof of date of birth and, where applicable, proof of home address (*i.e. if oversubscription has occurred and a distance tie-break has been undertaken within a particular criterion group*), immediately after the allocation is undertaken. Where it appears that false information has been provided, the school should contact the Local Authority School Admissions Team for further advice. Parents/carers who provide false information which has affected the allocation of places may have their place withdrawn.

There is no appeal procedure for nursery class admission.

#### **Interested lists:**

Some schools may keep a contact list of parents/carers who have expressed an interest in applying for a nursery place. It should be made clear to parents/carers in writing that this is not a formal application and they still need to apply during the correct period. This is not a part of the formal application process and **no information other than contact details and the child's name and date of birth should be taken**. Any schools keeping an interested list would normally then use this contact information to notify parents/carers when it is the appropriate time to make a formal application.