



# BARKISLAND C.E. (VA) PRIMARY SCHOOL

## NURSERY ADMISSIONS POLICY 2023/24

The Governing Body of Barkisland C.E. (VA) Primary School is the admissions authority for the Nursery, not the Local Authority.

### MAKING AN APPLICATION

The school can admit children into the Nursery provision from the term following their third birthday and until they reach full-time school age.

Applications for admission to the Nursery should be made using the Nursery application form which can be obtained from the school website or from the school office and returned to the school direct on, or before the stated closing dates below:

Who?	What?	September 2023 Intake	January 2024 Intake	April 2024 Intake
<b>Barkisland CE (VA) Primary School</b>	Application forms available	Friday 28th April 2023	Friday 15 <sup>th</sup> September 2023	Friday 19 <sup>th</sup> January 2024
<b>Parents/carers</b>	Open Day – parents to book on one of the time slots available	Wednesday 10 <sup>th</sup> May 2023 1.30, 2.15 & Tuesday 16 <sup>th</sup> May 2023 9.15, 10.30	Contact school to arrange visit	Contact school to arrange visit
<b>Parents/carers</b>	Application forms to be returned by	Monday 22 <sup>nd</sup> May 2023	Friday 29 <sup>th</sup> September 2023	Friday 2 <sup>nd</sup> February 2024
<b>Barkisland CE (VA) Primary School</b>	Notification of sessions offered by	Friday 26 <sup>th</sup> May 2023	Friday 6 <sup>th</sup> October 2023	Friday 9 <sup>th</sup> February 2024
<b>Parents/carers</b>	Contract and Terms and Conditions to be returned to Barkisland by	Friday 16 <sup>th</sup> June 2023	Friday 20 <sup>th</sup> October 2023	Friday 23 <sup>rd</sup> February 2024
<b>Parents/carers</b>	Parents Information Evening	Wednesday 14 <sup>th</sup> June 2023	To be arranged	To be arranged
<b>Parents/carers &amp; children</b>	Play & Stay Session (morning or afternoon)	Friday 7 <sup>th</sup> July 2023	To be arranged	To be arranged
<b>Parents/carers &amp; children</b>	Nursery begins	5 <sup>th</sup> OR 11 <sup>th</sup> September 2023**	Tuesday 9 <sup>th</sup> January 2024	Monday 8 <sup>th</sup> April 2024

**\*\* Funded sessions (38 weeks per year funded) will be available from the 11<sup>th</sup> September with an option to attend from Tuesday 5<sup>th</sup> September at an additional charge.**

In line with nationally agreed dates, a child's eligibility for a nursery place in 2022/23 is determined as follows:

Born Between	Will Become Eligible from	Starting Date 2023/2024
1 <sup>st</sup> April 2020 – 31 <sup>st</sup> August 2020	1 <sup>st</sup> September following their third birthday	Autumn Term From 11 <sup>th</sup> September 2023
1 <sup>st</sup> September 2020 – 31 <sup>st</sup> December 2020	1 <sup>st</sup> January following their third birthday	Spring Term From 9 <sup>th</sup> January 2024
1 <sup>st</sup> January 2021 – 31 <sup>st</sup> March 2021	1 <sup>st</sup> April following their third birthday	Summer Term From 8 <sup>th</sup> April 2024

### **ADMISSION PROCEDURES**

The **Planned Admission Number** for admission to each Nursery session in the school year commencing **September 2023** is 24. This arrangement follows statutory guidelines for staffing ratios and space requirements.

The School's Governing Body allocates the available places in accordance with its published admissions policy. In the event there are more applications than places available, the Governing Body will allocate places using the following criteria, which are listed in order of priority. The School will inform parents of the offer of a place on the date stipulated overleaf.

The school will be able to admit pupils each term (September, January and April) where places permit. Applications can be made outside of the normal Admissions round (see dates in table of first page) and place(s) offered if they can be accommodated.

If you wish to apply under Christian Commitment Criteria you should obtain a copy of the **School's Information Form** (SIF) from school and return the SIF to school by the dates set out overleaf along with the application form.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Barkisland CE VA Primary School will admit children with Educational Health Care Plans in which the School Nursery Provision is named on the plan.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications for Barkisland CE VA Primary School received during the normal admissions round exceeds the admission number of the school the Governing Body will apply the following criteria in strict order of priority:

#### **1 Children Looked After**

- Children in care (A child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989)
- Children who were previously children looked after but ceased to be so because they became adopted or became subject to residence or special guardianship order.
- 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.

## 2 Church Affiliation<sup>2</sup> (in order of priority)

- a) A child whose parents/guardians reside within the parish<sup>1</sup> of Barkisland and West Scammonden and have been **worshipping at a church recognised by Churches Together in England / Britain and Ireland** for a minimum of 2 years at the time of application and:
  - i. who are **'at the heart of the church'**<sup>2a</sup>
  - ii. who are **'attached to the church'**<sup>2b</sup>

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*

## 3 Siblings<sup>7</sup> (in order of priority)

- a) A child who has a brother or sister attending the school at the proposed date of admission. The child or their parents must have been **worshipping at a church recognised by Churches Together in England / Britain and Ireland** for a minimum of 2 years at the time of application and be:
  - i. **'at the heart of the church'**<sup>2a</sup>
  - ii. **'attached to the church'**<sup>2b</sup>

*A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the Vicar, Rector, Priest in Charge, etc. During an interregnum the form should be signed by a Churchwarden.*

- b) A child who has a brother or sister attending the school at the proposed date of admission.

## 4 Locality<sup>1</sup>

A child of parents/guardians residing within the parish of Barkisland and West Scammonden.

## 5 Other children

### ADDITIONAL INFORMATION

- 1 A map showing the parish boundaries is available from the school on request.

#### 2 a) **'At the heart of the church'**

A person who worships at least twice per month. The worshipper could be one or both parents or the child.

#### 2 b) **Attached to the church'**

A person who attends a monthly family or church parade service or is involved in a weekday church activity including an element of worship. The worshipper could be one or both parents or the child.

#### 3 **Parents**

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

#### **4 Home Address and Residing in**

The Home Address will be the address used for correspondence related to where “Child Benefit” is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date for applications set by the school.

Parents/carers must give their correct address. This must be the child’s current permanent place of residence and not a childminder’s or grandparents’ address. Where parental responsibility is held by more than one person and those person’s reside in separate properties, the child’s ordinary place of residence will be deemed to be that property where the parent receives child benefit. An offer of a place may be withdrawn if a false address is given.

Parents/carers should note that when allocating places, the school will only consider the child’s current permanent place of residence and an intention to move to another address is not taken into consideration.

However, families who are due to move house imminently should provide:

- i) A Solicitor’s letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

#### **5 Other Christian Churches (Churches Together in England)**

<b>The Baptist Union of Great Britain</b>	<b>Methodist Church</b>
<b>Cherubim and Seraphim Council of Churches</b>	<b>Moravian Church</b>
<b>Church of England</b>	<b>New Testament Assembly</b>
<b>Church of Scotland</b>	<b>Religious Society of Friends</b>
<b>Congregational Federation</b>	<b>Roman Catholic Church</b>
<b>Council of African and Afro-Caribbean Churches</b>	<b>Russian Orthodox Church</b>
<b>Council of Oriental Orthodox Christian Churches</b>	<b>Salvation Army</b>
<b>Free Churches’ Council</b>	<b>United Reform Church</b>
<b>Greek Orthodox Church</b>	<b>Wesleyan Holiness Church</b>
<b>Independent Methodist Churches</b>	<b>Ichthus Christian Fellowship</b>
<b>Joint Council for Anglo-Caribbean Churches</b>	<b>International Ministerial Council of Great Britain</b>
<b>Lutheran Council of Great Britain</b>	

## **6 The term “Sibling” is defined as:**

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents living together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one parent living in the same family household. The Governing Body will, as far as possible, admit twins, triplets or children from other multiple births as long as they comply with the EYFS space requirements stated in the EYFS statutory framework.

## **7 Oversubscription within categories**

If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose home address is nearest to school.

### **Waiting List**

Parents/carers who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority

### **Appeals**

Parents/Carers can appeal against the decision for their child to be given a place at Barkisland CE VA Primary School Nursery. This needs to be put in writing; addressed to the Chair of the Governing Body c/o Barkisland CE VA Primary School within two weeks of being notified that your application was unsuccessful.

### **Emergency Nursery Places**

At the discretion of the Governing Body and the Headteacher, a child of nursery age may be granted a nursery place when emergency circumstances make this necessary, provided the numbers of pupils in the nursery allow this to be done. Such emergencies could include the serious illness of or accident to a parent, but many other circumstances would be considered.

## **Reception Class Applications**

The school hopes that if children are happy and settled with the staff and children at this school, parents may wish to consider applying for a Reception Class place at the school in September 2024 once the Nursery year is over. **However, a place in this school's Nursery class does not give an automatic right to a place in this school's Reception Class.** All parents/carers must follow the application procedure for Reception Class places, for which details and application forms will be available in Autumn 2023, this is an on-line process via the Local Authority.

## **Continuing Nursery Place 2023 (Spring/Summer 2024 Intake)**

Please note that if your child has a nursery place in 2022/2023 (joining Spring or Summer term 2023) and would like to continue to attend the school nursery; **a new application form for the 2023/24 Autumn term/academic year MUST be completed.** This gives parents/carers the option to increase/decrease the hours their child attends Nursery or change the days their child attends and also adheres to Audit requirements (both school and Calderdale Early Years) where paperwork has to be completed each academic year.



**Barkisland CE (VA) Primary School**  
**WE BELIEVE, WE NURTURE, WE SUCCEED!**

