



Nursery Admissions Policy 2021-2022

School Name	Cherry Lane Primary School
School Address	Sipson Road, Hillingdon, UB7 9DL
Date Policy Revised	April 2021

CHERRY LANE PRIMARY SCHOOL **NURSERY ADMISSIONS POLICY 2021-2022**

Children born between 1st September 2017 and 31st August 2018 are eligible to be considered for admission to the Nursery starting in September 2021.

In total, Cherry Lane Nursery can admit 90 places, this being the school's Published Admissions Number (PAN). Places are allocated equally between morning and afternoon sessions.

We will admit children who have turned 3 years old by 31st August 2021 in accordance with the published criteria detailed below.

If there are vacancies in January 2022, we will admit children who have turned 3 by 31st December 2021.

Under some circumstances the Governing Body may consider admitting children who have not yet reached 3.

CRITERIA

Places for the nursery are allocated directly by the school and are issued using the same criteria as that used by the Borough for school places – with the additional criteria that it is the intention of the parent to name Cherry Lane Primary School as their preferred school on the 'Application for A School Place Form'.

15 Hour Places

When the nursery is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs / Education, Health & Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

- 1 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 arrangement order, or a special guardianship order.
- 2 Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
- 3 Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.
- 4 Children who have a sibling* living within the distance priority radius (1000m).
- 5 Children who have a sibling* who was admitted to the full time school prior to 31st August 2020.
- 6 Intention to name Cherry Lane Primary School as their preferred school on the 'Application for A School Place' Form for Reception 2021.
- 7 Children living nearest the school within the distance priority radius (1000m).
- 8 Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 9 Children who have a sibling* living outside of the distance priority radius (1000m).
- 10 Children living nearest the school not within the distance priority radius (1000m)

Priority will be given within each criteria for those living nearest the school according to distance, which will be measured in a straight line from the point set by Ordnance Survey at the child's home address to Cherry Lane Nursery.

The supporting evidence in Criteria 2 and 3 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant.

*For the purposes of Criteria 4, 5 and 9, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

When the above criteria have been applied, remaining places will be offered to children according to age, eldest first, until all places have been offered. Children who do not receive an offer of a place will remain on the waiting list and will be contacted if places become available. This will be on an age basis, eldest first.

30 Hour Places

From September 2017, working parents meeting an eligibility criteria have been entitled to receive 30 hours of free childcare for their three or four year old child (from the term after their child's third birthday).

The additional hours will be available where both parents are working (or the sole parent is working in a lone parent family); each parent earns at least the equivalent of 16 hours a week at the national minimum or living wage; and less than £100,000 a year. Parents will need to pass the eligibility check and provide a code to the school before a place is offered.

Places for 30 hours will be offered on a first come first serve basis.

Children allocated 30 hour places begin nursery at 8.30am and finish at 3.30pm, this being a 35 hour school week. Parents will be charged an additional £5 charge per week to cover staffing costs over the daily one hour lunchtime supervision period. This charge must be paid a term in advance, non-payment will result in the 30 hour place being withdrawn and either AM or PM will be offered.

HOW TO APPLY

Parents may express an interest in the nursery at any time by completing a Nursery Enquiry Form, from the school website.

Parents may at this point request a preference for AM or PM session. Preferences are not guaranteed but an expression of wish.

30 hour places will be offered on a first-come, first-serve basis subject to confirmation by HMRC of eligibility criteria being met.

CONFIRMATION OF NURSERY PLACE.

A first round of offers will be made to children on the waiting list who are on the waiting list at 1st February.

Parents will be asked to confirm their acceptance of nursery offer within 10 school days.

Should the school not receive confirmation of acceptance from the parent/carer by the date specified then the school will assume that the place is unwanted and it will be offered to another child.

Further offers will then be made on an ongoing basis, if nursery places are still available.

STARTING NURSERY

Parents/carers will be invited by letter to a nursery information session prior to starting the nursery. (Date to be confirmed).

Please note that a place in the nursery does not guarantee a full-time place in the school. Applications to Reception are dealt with by the Local Authority. We do, however, offer all our Nursery parents assistance with processing applications for a reception full-time school place.

Nursery Admissions

Parent to complete nursery enquiry form



Child's name is added to waiting list



First round of offers made to children who are on the waiting list at 1st February 2021



Parent must confirm acceptance of Nursery place within 10 school days of offer date



Further offers will be made on an ongoing basis,if places are still available



Nursery Information Session for parents
Date to be confirmed