



Nursery Admissions Policy

The arrangements for the admission of children to nursery are under the control of the Governors, normally operating through their Admissions Committee.

The nursery's admission number is a maximum of 26 places – see criteria below. The Governors will not admit more than that number of children, on the basis that to do so would be prejudicial to the quality of education provided by the school. Not all 26 places may be available if younger nursery pupils are continuing in the nursery.

Parents/carers wishing to apply for places in the nursery should complete a nursery application form which is available from the school office and on the school website. An offer of a place is subject to the parent/carer providing relevant proof documents of information they have stated on the application form i.e. birth certificate and utility bill. If the documents cannot be provided or if false information has been given, the offer of a place will be withdrawn. Where there are fewer applicants than places available all will be admitted.

Applications will be considered on a termly basis. Application deadlines: 30th April for an autumn start; 30th November for a spring start; 28th February for a summer start.

The school will inform you by letter of the outcome of your application:

- Where a place can be offered, the letter will give a start date.
- Where a place cannot be offered, names can be kept on a waiting list in line with the criteria below and if places become available they will be offered from the waiting list.
- There is no right of appeal against the refusal of a place due to that nursery class being full. Parents/carers may wish to consider other Knowsley school nursery classes with a place available.

Where there are more applicants than spaces available, the following criteria will be applied in priority order:

1. Children in Public Care. (See Note 1)
2. Children aged 4 (See Note 2) with a sibling attending the nursery class or primary school at the time of admission where the application is for 30 hours childcare.
3. Other children aged 4 (See Note 2) where the application is for 30 hours childcare.

4. Children aged 3 (See Note 3) with a sibling attending the nursery class or primary school at the time of admission where the application is for 30 hours childcare.
5. Other children aged 3 (See Note 3) where the application is for 30 hours childcare.
6. Children aged 4 (See Note 2) with a sibling attending the nursery class or primary school at the time of admission where the application is for 15 hours childcare.
7. Other children aged 4 (See Note 2) where the application is for 15 hours childcare.
8. Children aged 3 (See Note 3) with a sibling attending the nursery class or primary school at the time of admission where the application is for 15 hours childcare.
9. Other children aged 3 (See Note 3) where the application is for 15 hours childcare.

If there are more children in any one category 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 distance measurement will be undertaken by the Admissions Committee and in a straight-line measurement (as the crow flies) using the following tool - <https://www.freemaptools.com/distance-between-uk-postcodes.htm> (or equivalent if this becomes unavailable).

In rare cases where the distance tie-break does not assist, e.g. in the case of twins/multiple births or children living in the same block of flats, random selection will be undertaken to complete the allocation.

Note 1: 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.

Note 2: 'Children aged 4' is defined as children who will have reached the age of 4 by the 31st 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.)

Note 3: 'Children aged 3' is defined as children who will have reached the age of 3 by the 31st August at the end of the school year for which they are applying for a nursery place (i.e. they are 2 years previous to admission to reception class.)