



**DIXONS
ALLERTON
ACADEMY**

Policy Documentation

Policy: Nursery Admissions and Appeals

Responsibility for Review: Primary Head
Date of Next Review: December 2017

Admissions

Statement of Policy

The Academy is committed to:

- admitting a local intake, reflecting all communities and the whole range of ability
- resolving a situation where there are many more applications than places available
- ensuring a consistency of approach in a potentially extremely emotive area
- demonstrating that externally laid down criteria on admissions are being adhered to
- ensuring that students with Special Needs and vulnerable children are not treated less favourably than other applicants (see Admissions Policy - Special Needs & Vulnerable Students) .

The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that all prospective parents/students are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that the academy has implemented the Admissions Code of Practice
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications

Procedures

The admission arrangements are:

- a) There are 52 places available; 26 in the morning and 26 in the afternoon.
- b) Applications for places will be made directly to the Nursery at Dixons Allerton Academy.

Entitlement

- a) Every 3 and 4 year old child is entitled to 15 hours free early years education in the term following their 3rd birthday.
- b) The academy will not consider applications that request a combination of morning and afternoon nursery. Families must choose morning OR afternoon nursery for the duration of their child's time at the Nursery.
- c) Children will take up places at the start of the term. For admission purposes the start of the term is defined as 1st September, 1st January and 1st April.

Criteria for admission:

The following criteria for admission apply in the order set out below:

- 1) Looked after children, or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order, will be offered a place.
- 2) Governors may grant a place to a child with a very exceptional medical or social need on the written recommendation of an independent professional.
- 3) Children who live nearest to the academy using straight line measurement from the main entrance of the academy to the Ordnance Survey address point for the child's home. (Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.)

Note 1: The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.

Process of Application

Application for places at Dixons Allerton Academy Nursery will be made directly to the academy using the academy's official application form. Any applications made by families of children too young will be placed on a waiting list. That application will be processed in term before they are due to start Nursery. The Nursery will contact families directly to inform them.

Allocation of Places

If there are more applications for a nursery setting than there are places available, an oversubscription criteria will be used to allocate places.

Priority will be given to children that have their 4th birthday between 1st September and 31st August of the academic year of which they are applying for a place.

If your child is not offered a place

If your child is not offered a place at the academy, you may ask for your child to be placed on the waiting list kept at the school office.

Where places become vacant they will be allocated in accordance with the admissions criteria above.

If you are dissatisfied with the admission decision, you will also have the right of appeal. The Appeals Panel will be independent of the Academy. The Panel's decision is final and binding on the school. If you are considering an appeal, please contact the Clerk to the Governing Body at the Academy for further information and advice.