

MONKTON INFANTS SCHOOL



NURSERY ADMISSIONS POLICY (2027 – 2028)

Agreed by Trustees:

Autumn 2025

Signed Chair of Trustees:

C Owens

Signed Headteacher:

C.E. Askwith

Next Review:

Autumn 2026

NURSERY ADMISSIONS POLICY

STATEMENT OF INTENT

Monkton Infants School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into primary school. The Academy Trust Board is the Admission Authority and is responsible for setting the Nursery Admission Policy. The policy is written to ensure fairness and equality for all those intending to begin their education in Monkton Nursery.

This policy follows non-statutory guidance, and the current School Admissions Code does not apply for nurseries and early years' settings.

This policy will be reviewed annually.

APPLICATION PROCEDURE

According to local guidelines, a child is deemed to be of nursery-age from the beginning of the term following their third birthday. Parents/carers may apply for a nursery place at any time by contacting the school office on (0191) 4561917.

The School office keeps an electronic Nursery admissions list. There are 3 nursery intakes each academic year, September, January and April. Children are offered a place, on a first-come-first served basis, for the start of the term following their third birthday.

Children who start Nursery in January will spend 5 terms at Nursery before moving on to Reception.

Letters offering a nursery place are sent out at the start of the term before a child is admitted into Nursery. Letters will contain the date on which acceptance must be taken by; if a parent/carer does not accept a place by this time their space may be allocated to another child. Where places are remaining, later admissions are possible up to the agreed admission limit.

OVER-SUBSCRIPTION

The oversubscription criteria is as follows:

- a) A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See Note 1 below. 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 2 below.
- b) Parental home residence within the defined catchment area of the school.
- c) Concurrent sibling link (an older brother or sister attending the school at the same time and residing at the same address, to include adoptive siblings, half siblings, step siblings and long term fostered children,).

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- d) Shortest distance measured as a straight line, from the Ordnance Survey coordinates for the parental home residence (including flats) to the school main entrance, using South Tyneside Council's Geographic Information System (GIS), with those living closer to the school receiving higher priority.

The above distance measurement will also be used as a 'tie breaker' within each criterion, if necessary.

Note 1: *Looked After Child' is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

- a) *An adoption order is an order made under Section 46 of the Adoption and Children Act 2002.*
- b) *A 'child arrangement order' is an order made outlining arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989.*
- c) *'Special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians (Section 14A of the Children Act 1989).*

Note 2: *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.*

If it becomes necessary to decide between applicants within the same criterion, the distance tiebreaker described above will be used.

The Trust Board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be appropriately met by the nursery.

RESERVE LIST

In circumstances where more applications are received than places available, and where the oversubscription priority criteria have been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.

If a place becomes available, the nursery will contact the parents of the child at the top of the list.

The reserve list should not be considered a 'waiting list'; if a request is made by a parent whose child has higher priority according to the admission criteria, other children will be moved down the list.

WITHDRAWING OFFERS OF NURSERY PLACES

- Once an offer has been made in writing, there are limited circumstances in which a nursery may withdraw the offer including:
 - Offers made on the basis of fraudulent applications.
 - Offers made on the basis of intentionally misleading applications.
 - Where a parent has not responded to an offer before the deadline given on the offer letter.
 - Where a child is in receipt of more than their entitlement of nursery education.

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- Where a family registers their child at two maintained settings.

REFUSAL OF ADMISSION

A child may be refused admission only if:

- The nursery has reached the admissions limit.
- The child is not of the appropriate age.

The strict statutory criteria governing adult: pupil ratios mean that it is not possible to appeal against the admission authority's refusal to award a place at a nursery provision.

SICKNESS ABSENCE

Where a child experiences long-term sickness (of less than a half term's duration) the nursery may keep open the place and retain nursery education grant for the child.

If the illness continues but the parent and nursery intend the child to return subsequently then Early Years Education Funding may be claimed in good faith.

Please also refer to the schools Academy Admissions Policy.