St Helens Council

NURSERY ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY
CONTROLLED SCHOOLS: ACADEMIC YEAR 2016-17

Policy

Applications for all maintained nursery school places including those in the voluntary aided sector are co-ordinated by the Local Authority.

Making an application

In September 2015, the Local Authority will publish the 2016-17 Nursery Education Information for Parents Booklet and the website will be open for parents who want to apply online. For those who wish to apply on paper an application form will be included at the back of the booklet. Parents will be invited to name up to three St Helens nurseries on the form. Parents who live outside the Borough of St Helens may also apply on the application form in the booklet.

Applications will be considered on a termly basis with a closing date in the preceding October as detailed in the table below. Children must turn age 3 before the start of the term for which the application is made.

Children who meet the criteria for a priority nursery placement (see part 2 of application form under ‘Priority Nursery Placements Procedure) will be prioritised in the nursery allocation process for the term following their third birthday - where there are available places and it is the most suitable nursery that meets the child’s educational needs.

<table>
<thead>
<tr>
<th>Child’s Age</th>
<th>Term of Admission</th>
<th>Closing Dates</th>
<th>Decision letters sent to parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 on or before 31 August 2016</td>
<td>Autumn 2016</td>
<td>16 October 2015</td>
<td>11 December 2015</td>
</tr>
<tr>
<td>3 on or before 31 December 2017</td>
<td>Spring 2017</td>
<td>14 October 2016</td>
<td>9 December 2016</td>
</tr>
<tr>
<td>3 on or before 31 March 2017</td>
<td>Summer 2017</td>
<td>14 October 2016</td>
<td>9 December 2016</td>
</tr>
</tbody>
</table>

Currently parents are entitled to 15 hrs free nursery provision from the term following the child’s third birthday. Some schools offer “wraparound care” with before and after school care – this has to be applied for separately.

Normally, maintained school nurseries offer either five morning or five afternoon sessions. Schools will seek to accommodate parents’ preferences but this may not always be possible and cannot be guaranteed.

Each nursery school/unit has a set number of places as detailed in the following table. Parents who apply for the spring and summer term should note that places will have already been allocated to children who were age 3 before 1 September and therefore limit the number of places available for the spring and summer term allocations.
Oversubscription Criteria

If more applications are received than the number of places available, the Local Authority will use the following criteria, in order of priority, for deciding how places will be allocated:

(1) *looked after children and previously looked after children;
(2) children resident within St Helens who have been identified as a priority nursery applicant under the Local Authority’s priority nursery placement procedure;
(3) children resident in the Borough of St Helens who live closest to the school measured in a straight line (see tie-break).
(4) children resident outside the Borough of St Helens who live closest to the school measured in a straight line (see tie-break).

*A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Tie Break

In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie break does not distinguish between applicants e.g. children living in the same block of flats random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc)
Where the final place in a year group is offered to one of twins (or triplets etc) the Local Authority will not apply the tie break as it will admit the other twin too, even if that means going above the admission number. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered and the parent has to decide which child will take up the place, if any.

**Late Applications**

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included in the initial allocation.

**False Information**

Any offer of a place is subject to a birth certificate and proof of address being provided. The address, which is given, should be that where the parent and child normally live. Where false information has been provided the Local Authority may withdraw the place that has been offered.

**Waiting List**

If a parent’s application is refused their child’s name will be kept on a waiting list until the end of the spring 2017 term. The waiting list will be kept in criteria (not date) order. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

**Appeal Procedure**

Parents should note that there is no right of appeal if a place at their preferred nursery cannot be allocated. Where a place cannot be offered, the Local Authority will inform parents about which St Helens maintained nursery schools/units have available places.

**Transfer to Reception Class**

Parents should note that there is no guarantee that a child who has a place in a nursery will automatically secure a place at the Infant/primary School to which the nursery is attached. Parents must apply separately for a reception year place.

**Priority Nursery Placements Procedure**

**Process for applying for a Priority Nursery Place**

The process is as outlined in the below flowchart. In brief, an application for a Priority Nursery Place will normally be made as an outcome of a Family Action Meeting. **If a maintained nursery is being considered the relevant school will be invited to attend the meeting.** If a place in the maintained sector is deemed appropriate then a **Priority Nursery Placement Application Form** must be completed together with an eCAF and a record of the Family Action Meeting including the Family Action Plan along with any discussion notes should be attached. This paperwork should then be returned to Early Intervention Central Support, Atlas House, Corporation Street, St Helens WA9 1LD. The Early Intervention Central Support Team will then forward the documentation to the Approval Panel for consideration.
If approved by the Panel, the Admissions Section will be notified so the child's application can be given priority in the allocation process. In order to ensure that the Admissions Section can do this it is important, where possible, the above timescales are met.

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**Family Action Meeting**

At the Meeting the child's/children’s needs will be discussed within the family context. All available educational/childcare settings should be considered including: Patch funding, Section 17, 2-year-old funding, 3 & 4-year-old entitlement and Priority Nursery Placement. The Lead professional will complete a Family Action Plan based on the needs of the whole family.

**Family Action Plan**

If a Priority Placement has been identified as the most appropriate provision the Lead Professional must submit the following:

- An eCAF
- An application for a Priority Nursery Placement
- A Copy of the Family Action Plan
- A record of the meeting reflecting discussion about the most suitable childcare

This must be sent to: Early Intervention Central Support Team, Atlas House, Corporation Street, St Helens WA9 1LD

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**Application considered by Approval Panel**

- **Approved**
  - Application passed to Admissions.

- **Not approved**
  - Letter to Lead Professional, parents and school.

- **Request for more information**
  - Letter to Lead Professional requesting more information.

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**Further Family Action Meeting**

Lead Professional to review Family Action Plan and discuss Educational/childcare settings again, then:

- Re-submit the application for Priority Placement with the eCAF, a copy of Family Action Plan and a record of the meeting reflecting discussion about the most suitable provision.
- **OR**
  - Consider other options i.e. Children’s Centre, PVI Settings.
1. The Lead professional should follow St Helens The Think Family Procedure [http://sthelenslscb.org.uk]
2. If the child has SEN/Disability follow Early Identification (still in draft), St Helens Meeting Additional Needs Guidance and St Helens SEN Policy [www.sthelens.gov.uk]

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**Application for a Priority Nursery Placement**

**PART 1**

To be completed by parents/carers (after the Family Action Meeting has identified that a Priority Nursery placement in a St Helens Local Authority maintained nursery is the most appropriate for the child).

<table>
<thead>
<tr>
<th>Your Child’s Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname:</strong> …………………………………………………………. <strong>Date of Birth:</strong> …/……/…………………</td>
</tr>
<tr>
<td><strong>Legal surname at birth if different from above:</strong> …………………………………………………………………………..</td>
</tr>
<tr>
<td><strong>First Name(s):</strong> ………………………………………………. <strong>Gender:</strong> Male ☐ Female ☐</td>
</tr>
<tr>
<td><strong>Home Address:</strong> ………………………………………………………………………………………………………………</td>
</tr>
<tr>
<td><strong>Postcode:</strong> ………………………………………………. <strong>Daytime telephone number (if any):</strong> …………………</td>
</tr>
<tr>
<td><strong>Is the child in the care of a Local Authority?</strong> Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

**NAME OF NURSERY** which meets child’s educational needs as agreed at Family Action Meeting

**PREFERRED SESSION TIME**

Please state whether you would prefer a morning (am) or afternoon (pm) session and if there are any particular reasons for your preference

<table>
<thead>
<tr>
<th>am</th>
<th>pm</th>
<th>either</th>
</tr>
</thead>
</table>

**Parent/Carer Signature**

I have noted the information in the current ‘Nursery Education: Information for Parents’ booklet and declare that the information given on this form is accurate and subject to verification.

I also understand that the information provided on this form will be processed in accordance with the requirements of The 1998 Data Protection Act. It will be treated as confidential and will only be used for the purposes of the provision of education services. In connection with this purpose the information may also be processed for the purpose of preventing any fraud or criminal offence or to ensure the health, safety and welfare of any child. In pursuit of these legitimate purposes the information may be shared with other admitting authorities so as to ensure that parents do not hold onto more than one offer of a place, and with any organisation legitimately investigating allegations of fraud, criminal offences or child protection.

I am the parent or have parental responsibility for the child named…

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[Image]
Application for a Priority Nursery Placement

PART 2
To be completed by the Lead Professional. I confirm that a priority placement in a St Helens maintained nursery is the most appropriate for the child as they meet (where indicated) one or more of the following criteria:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The child has a disability.</td>
</tr>
<tr>
<td>2</td>
<td>The child has been/is Looked After by the Local Authority.</td>
</tr>
<tr>
<td>3</td>
<td>The child is subject to a Children Act 1989 Order.</td>
</tr>
<tr>
<td>4</td>
<td>There is no one exercising Parental Responsibility.</td>
</tr>
<tr>
<td>5</td>
<td>The child has a learning difficulty and may be subject to a statement of special needs.</td>
</tr>
<tr>
<td>6</td>
<td>The child is at risk or physical, sexual or emotional abuse or is neglected.</td>
</tr>
<tr>
<td>7</td>
<td>The child experiences mental health problems.</td>
</tr>
<tr>
<td>8</td>
<td>The child self harms.</td>
</tr>
<tr>
<td>9</td>
<td>The child is terminally ill or suffers from a significant medical condition.</td>
</tr>
<tr>
<td>10</td>
<td>The child is homeless.</td>
</tr>
<tr>
<td>11</td>
<td>The child is having significantly greater difficulty in learning than the majority of children of the same age.</td>
</tr>
</tbody>
</table>

Please tick

| 1 |   |
| 2 |   |
| 3 |   |
| 4 |   |
| 5 |   |
| 6 |   |
| 7 |   |
| 8 |   |
| 9 |   |
| 10 |   |

Please note: children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. (DDA and EYFS Card published in 2009.)

PART 3
Recommended term of admission (this must not be before the child’s third birthday): ___________________term

Name of Lead Professional : ............................................................  Job title............................................................

Date : ............................................................ Contact Details............................................................

Telephone No : ............................................................

To be returned with a copy of the eCAF, the Family Action Plan and a record of the meeting to: Early Intervention Central Support, Atlas House, Corporation Street, St Helens WA9 1LD

PART 4

<table>
<thead>
<tr>
<th>Considering Panel use only</th>
<th>Lead Professional considering application: Designation:</th>
<th>Outcome of consideration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions use only</td>
<td>Professional informed of allocated nursery by:</td>
<td>Date</td>
<td></td>
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<tr>
<td>---------------------</td>
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