

**Fulbridge Academy**



## **Nursery Admission Policy**

Date approved:	November 2018
Date reviewed:	December 2019
Date of next review:	December 2020

## **CONTEXT**

Magic Kingdom is a maintained nursery which is part of the Fulbridge Academy. It offers 15 hours per week in either a morning or afternoon session. Each session can offer a maximum of 32 children. The nursery is normally at full capacity every September, should places become available after September they will be filled from the waiting list.

This document outlines the process and policy that applies to Fulbridge Academy's maintained nursery class Magic Kingdom.

The legal definition of a nursery-aged child contained in the 1944 Education Act is any child who has not yet reached statutory school age, i.e. five years old. In Magic Kingdom, all three and four year old children can get 15 hours per week of free childcare for 38 weeks per year. This is a total of 570 hours of free early education each year. Children can start their free childcare in Magic Kingdom, in the term following their third birthday, until they take up their school place.

## **ALLOCATION OF PLACES**

Places are allocated by the Governing body, the main allocation is done on May 1, the governors will meet on the nearest available day to May 1.

Places are offered according to our admissions criteria, any children not offered a place will be asked if they want to remain on our waiting list.

Any applications after May 1 are allocated by using the oversubscription criteria.

Magic Kingdom's oversubscription criteria is : -

1. The governors will admit 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. A looked after child is a child who is (a) in the care of the local authority (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22 (1) of the Children Act 1989). 2.

2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the Fulbridge Academy will best meet the needs of the child. (These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services)

3. Children who are both living in the catchment area served by the academy (see Peterborough City Council website for address list) and have a sibling (sibling

refers to a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child is living in the same family unit at the same address) at the time of admission. Up to date evidence of residency/home address may be requested by the academy from the parents at any time during the admissions process.

4. Children of members of staff providing that they have been employed for a minimum of 2 years. (This starts for September 2019)

5. Other children living in the catchment area at the time of admission.

6. Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school.

7. Other children whose parents have requested a place.

### **APPLICATION PROCESS FOR A NURSERY PLACE AT MAGIC KINGDOM**

Parents must formally apply for a place through the Fulbridge Academy's website, this must be done the term before their third birthday.

### **HOW PARENTS ARE INFORMED**

When applications are received by Fulbridge Academy, confirmation is sent by e-mail or letter confirming their application and when we will write to them either:

- a) To offer a place
- b) To say they are on the waiting list

Parents will then confirm their acceptance and a start date will be confirmed. Parents will then be invited into the Magic Kingdom to meet the staff working in the nursery and to share any information pertaining to their child.