



Doxey Primary School

Sparkles Admissions Policy

Date of Policy creation	February 2019
Policy lead	Tracey Smith
Date of Policy adoption by Governing body	Spring Term 2020 - - Finance Committee
Frequency of review	Annually
Review due	Spring Term 2021



Doxey Primary School
Sparkles Admissions Policy

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Statement of intent

Sparkles aims to provide a 2 – 3 year old experience for children that is affordable, high-quality and geared towards a smooth transition into our Nursery class.

The governing board is the admission authority and is responsible for setting the Sparkles Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.



1. Legal framework

- 1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

Legislation

- Childcare Act 2006
- Childcare Act 2016
- Data Protection Act 2018
- The General Data Protection Regulation

Guidance

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2018) 'Early education and childcare'
- DfE (2018) 'Early years entitlements: operational guide'
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2. Eligibility for two-year-olds

From 1 September 2013, 20% of two year olds are eligible for funded places. This will improve the attainment and life chances of some of our most disadvantaged children and support working parents.

All two year olds who are looked after by their local authority are eligible. A child is entitled to the free hours from the term after both of the following conditions are satisfied:

- The child has reached the age of two; and
- The child or parent meets the eligibility criteria outlined in 2.1 of this policy.

- 2.1. With regards to the age criteria, pupils will be eligible as follows:

- Born between 1 January-31 March: eligible from the start of term beginning on, or following, 1 April after the child's second birthday
- Born between 1 April-31 August: eligible from the start of term beginning on, or following 1 September after the child's second birthday
- Born between 1 September-31 December: eligible from the start of term beginning on or following 1 January after the child's second birthday

- 2.2. The LA will ensure that a child has a place at the nursery no later than the beginning of the term following the child or parent meeting the eligibility criteria.



- 2.3. The LA will ensure that two-year-olds who have met the eligibility criteria continue to receive a place once it has been secured, up until the child becomes eligible for the universal entitlement.
- 2.4. For two-year-old children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata'd number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

3. Application timetable

- 3.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday, or second birthday, where eligible.
- 3.2. Parents may register their interest in a place at the Doxey Primary School main office at any time during the year following their child's second birthday, where eligible.

Applicants are offered places in line with the Oversubscription Criteria.

4. Additional costs

- 4.1. Sparkles are able to charge additional costs as part of a free entitlement place – this includes, but is not limited to, the following:
 - Snacks & milk
 - Additional lunch time session
- 4.2. Where charges are made in line with 4.1, parents are expected to pay for these; however, some payments are voluntary.
- 4.3. Where parents are not willing to provide costs for the above, they will be permitted to provide their own supplies to the nursery.
- 4.4. The nursery may also consider waiving or reducing the cost of snacks and milk, particularly for disadvantaged parents.

5. Oversubscription

- 5.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.



- 5.2. Children with an EHC plan that does not name the school will be referred to the school office to determine an appropriate place, in accordance with the LA's Fair Access Protocol.
- 5.3. The governing 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 school.
- 5.4. The oversubscription criteria, set out in priority order, are as follows:
 - LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
 - Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
 - Children who will have a sibling attending the nursery or the main school at the time of admission
 - Children of staff who have:
 - Been employed at the school for two or more years at time the application for admission is made.
 - Been recruited to fill a vacant post for which there is a skill shortage.
 - Children living within the catchment area for Sparkles required to start at the earliest start date.
 - Children from the wider area of the school in date of birth order who have siblings attending school at the time of admission.
 - All other children.
- 5.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child by their date of birth, with the older child given priority.
- 5.6. In addition to the above consideration will also be given to the required start date, staffing ratios and session availability.

6. Reserve list

- 6.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has 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.
- 6.2. If a place becomes available, the school will contact the parents of the child at the top of the list.



- 6.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 6.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

7. Withdrawing offers

- 7.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
 - Offers made on the basis of fraudulent applications
 - Offers made on the basis of intentionally misleading applications
 - Parents not responding to an offer within two weeks
 - A child is in receipt of more than their entitlement of funding
 - A family registering their child at two maintained settings

8. Refusal of admission

- 8.1. A child is only refused admission if one of the following criteria are met:
 - The nursery has reached its admissions limit
 - The child is not of the appropriate age
- 8.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 8.3. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

9. Transition arrangements

- 9.1. Parents are invited to visit the school prior to the transition.
- 9.2. Further visits are arranged according to the child's needs.
- 9.3. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

10. Data protection

- 10.1. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.



- 10.2. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 10.3. The nursery will act in compliance with the Data Protection Policy when processing personal data.
- 10.4. Doxey Primary School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into Reception class.
- 10.5. The governing board is the admission authority and is responsible for setting the school's Nursery Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.