



# Nursery Admissions Policy

## PURPOSE

This policy sets out the nursery admission arrangements for Ark Bentworth Primary Academy. It applies to applications from September 2020 to July 2022 and includes details of the application process and oversubscription criteria

Date of last review:	January 2021	Author:	Laura Wilkins
Date of next review:	July 2022	Date published:	12/01/2021
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
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## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input checked="" type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Admissions

## 1. Introduction

- i. Thank you for your interest in applying for a nursery place at Ark Bentworth Primary Academy. The aim of this policy is to provide clear guidance on the nursery admission arrangements including the application process, oversubscription criteria and contact details for queries.
- ii. The admissions process for a place in the nursery is **completely separate** to the admissions arrangements for a place in Reception and the rest of the school. Nursery admissions are not included in the School Admissions Code 2014 and so are not subject to statutory requirements.
- iii. Parents/Carers whose child attends the nursery school and who wish to apply for a place in Reception must do so through the normal round of application, no preference or priority is given to children who currently attend the nursery. For further details on the admissions arrangements for a place in Reception see the school's admissions policy at the link below.

**<https://arkbentworth.org/admissions-policy>**

## 2. Application Process

- i. Children aged between 3-4 years are eligible for a place in the nursery.
- ii. The school offers full time (30hrs a week) places. We will also consider part time (15hrs a week) places on request.
- iii. For part-time places (15hrs a week) children can either attend morning sessions from 8:30-11:30am **or** afternoon sessions from 12:30-3:30pm. Parents should indicate their preference for either the morning or afternoon slot on the application form and further discuss this with either the Head of School or Admissions Officer.
- iv. Applications for a place at the nursery are submitted directly to the academy. The application form is available on request from [info@arkbentworthprimary.org](mailto:info@arkbentworthprimary.org)
- v. If fewer applications are received than places available, all applicants will be offered a place. Every effort will be made to offer the time-slot of preference however this is not always possible or guaranteed. This may mean that a place is offered for a different time-slot to the parent's preference.
- vi. If more applications are received than places available, places will be offered according to the oversubscription criteria and order detailed at section 3 of this policy.
- vii. A waiting list will be managed for any vacant places that become available throughout the year. The waiting list will be ordered according to the oversubscription criteria in this policy and re-ordered every time a new application is received. If a place becomes vacant it will be offered to the first name on the waiting list.
- viii. Parents may submit an application for a place in the nursery at any time.
- ix. Parents do **not** have the right to appeal the schools' decision if their application for a place in nursery is unsuccessful.

### **3. Oversubscription Criteria**

- i. If more applications are received than places available, places will be offered according to the following oversubscription criteria and order:
  - a) ‘Looked After Children’ and children who have previously been a ‘Looked After Child’ but immediately following this became subject to adoption, a child arrangements order or special guardianship order<sup>1</sup>.
  - b) Children of employed staff at the school. The Principal holds the final decision on an individual’s eligibility for a place under this criterion.
  - c) 4 year old children who, at the time of admission, have a sibling who attends the school. For this purpose, “sibling” means a whole, half or step-sibling or an adopted child resident at the same address.
  - d) 4 year old children.
  - e) 3 year old children who, at the time of admission, have a sibling who attends the school. For this purpose, “sibling” means a whole, half or step-sibling or an adopted child resident at the same address.
  - f) 3 year old children.

### **4. Further Information and Contact Details**

- i. For all queries about nursery admissions arrangements at the school, please contact:

[info@arkbentworthprimary.org](mailto:info@arkbentworthprimary.org)

020 8743 2527

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<sup>1</sup> 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 (see the full definition in Section 22(1) of the Children Act 1989).