Trinity Anglican Methodist Primary School

BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Nursery Admission Policy 2024-2025 School Year

1. Trinity Anglican Methodist Primary School's Governing Body is the Admissions Authority responsible for all Nursery admissions to the school. The Admissions Committee can be contacted at:

School Admissions
Bath & Wells Diocesan Academies Trust
Trinity Anglican Methodist Primary School
Marjoram Way
Portishead
Bristol
BS20 7JF
Tel: 01275 397710
Fax: 01275 397711

Email Address: enquiries@trinity.bwmat.org

2. It is the intention of the Governors that Trinity Anglican Methodist Primary School will provide education within a Christian ethos to the local community. This policy should be taken as part of the overall strategy of the school and operated within the context of its vision, aims and values as a Church of England, Methodist Voluntary Aided School.

3. **Admissions Level**
The admission level for the Nursery at Trinity Anglican Methodist Primary School, known as the Admission Number, is 30 places all day provision is available from 8.45am – 3.15pm with a Lunchclub.

This policy will be given to all parents/carers requesting an application form and will be available on the school website.

Early Education and Childcare Funding
From September 2017 most working parents will be entitled to 30 hours Nursery Vouchers otherwise known as Early Education and Childcare Funding in line with the criteria set by the Department for Education Childcare Bill: policy statement December 2015. Parents who don't work will receive 15 hours Nursery Vouchers otherwise known as Early Education and Childcare Funding.

For anyone entitled to only 15 hours Nursery Vouchers additional sessions can be purchased for £18.00.

Lunchclub
This is not covered by Nursery Vouchers and it will cost £4.25 per lunchtime.

Children will be expected to bring their own lunchbox along with a drink.

4. Allocation of Places

For academies Governors are responsible for setting the Admissions Arrangements.

The Governors of schools with nursery places are responsible for their place allocations, which must be made in accordance with the agreed nursery schools policy.

- Children are normally admitted to a nursery class in the academic year following their 3rd birthday.
- For entry in the 2024/25 school year, children aged 3 years or older on 1st September 2024 will be eligible to apply for nursery places.
- The date an application is received is not a significant factor in the allocation of places.
- Application forms can be collected from the school or downloaded from the school website.

Applications for nursery places will be considered during the school year where there are places available.

- Full-time places may be offered to 'Children in Care' or children with additional needs and/or disability; or children in need and vulnerable groups of children if places remain after all applicants have been offered a part-time place.

5. Over-subscription Criteria

In the situation where there are more applicants than places available over-subscription criteria have been established for this school. These over-subscription criteria will be reviewed annually by the Governing Body.

Trinity Anglican Methodist Primary School **does not** operate a faith based criterion.

If there are more applications for places than there are places available the School Admissions Panel, constituted by the school's governing body, (usually comprising the headteacher, governors and school bursar) will allocate places in accordance with these criteria in the following order of priority:-

1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children admitted into the Nursery during 2023/2024 academic year. Places will be given to children who were admitted into the Nursery during 2023/24 academic year.

3. Children who, at the time of application, have a sibling attending Trinity Anglican Methodist School.

4. Children living closest to the school, as measured in a direct line.

6. Distance measurement and Tiebreaker

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home and the school will be calculated for every child satisfying that criterion. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' co-ordinates for Trinity Anglican Methodist Primary School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at school and be supervised by a person entirely independent of the Admission Authority and the school.

7. Special Educational Needs and Education Health and Care Plan

Where the nursery is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the nursery. Where Trinity Nursery is named in the Statement or Plan, such children will therefore be allocated places before the over-subscription criteria is applied. Applications of this type will take priority over all other requests for places.

8. Submitting Applications

Applications can be made online by downloading the application form from the school website or on paper and should be submitted to:

Trinity Anglican Methodist Primary School
Marjoram Way, Portishead, Bristol, BS20 7JF

Email: enquiries@trinity.bwmat.org
Website: **www.trinityprimaryschool.co.uk**
Tel. No.: 01275 397710

9. Waiting Lists

Trinity Anglican Methodist Primary School's Governing Body will hold a list of those applicants still seeking a place at the nursery.

- All applications will then be continually ranked in line with the nursery's over-subscription criteria and allocations will be made in accordance with it as places become available.

Priority will not be given on the basis simply of the date an application was added to the list.

10. Appeals Procedures

There are no statutory appeal requirements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause for complaint:

- The parents must put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaints procedure.

- Where the parents/carers are not satisfied with the response from the school they should write to Bath & Wells Diocesan Academies Trust – following the complaints procedure as set out on their website http://bathwellsmat.org/policies. The school will act on these recommendations (if appropriate).

- Where the parents/carers are not satisfied with the decision of the MAT, they should progress their complaint through the Courts or the review of the Local Government Ombudsman.

11. Siblings

If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

12. Home address

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

13. Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

14. Children with an Education, Health and Care Plan.

There is a different admissions procedure for Children with a Statement of Special Educational Needs or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

Please Note:

- No child is guaranteed a place in the nursery funded by North Somerset Council.

- Where a place is offered the governors will try meet the needs of the parents. The sessions can be a variety of morning and/or afternoon sessions term time only – 8.45am – 3.15pm, 38 weeks of the year. Or part-time morning sessions (8.45am – 11.45am) or afternoon sessions (12.15pm – 3.15pm) term time only, 38 weeks of the year.

- Attendance at Trinity Nursery does not qualify for a place in the Reception Class at Trinity

Anglican Methodist Primary School. Parents of such children must apply for a Reception school place through North Somerset Council in the usual way.

- Induction and attendance arrangements for the nursery class are at the discretion of and decided by Trinity Anglican Methodist Primary School.

- Places should not be reserved for children who may decide to attend the nursery later during the school year. If an application from children looked after, children with additional needs and/or disability; and children in need and vulnerable groups of children are received after all places have been allocated, the school may wish to consider whether an additional place can be offered within the existing staffing resources and space available. Vacancies arising during the school year should be filled as soon as possible.

    - If a parent/carer chooses, due to the child's age, to delay their child's date of entry to a reception class until the child is of statutory school age, the nursery place for that child will not normally continue unless it is recognised that the child has exceptional circumstances.

- Regular attendance is required to maintain a place in a nursery class. Close liaison should take place with health visitors or social workers as appropriate if there are concerns regarding the child's attendance.

In all cases, those administering requests for nursery school places will be aware of similar applications and
act fairly.