



## **Nursery Phase Admissions Policy**

### **Tadpole Farm CE Academy**



## **Tadpole Farm** CE Primary Academy

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## 1. Introduction

Tadpole Farm CE Academy is a 3-11 Academy with a faith designation and a Christian ethos that is distinctive and inclusive. Tadpole Farm CE Academy is distinctive because all decisions about the Academy are taken through the lens of our Christian worldview. This means that we are also inclusive. We see everyone, students and staff alike, as people created by God who are to be valued equally and uniquely within our community.

## 2. Ethos statement

### **Vision**

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England’s Vision for Education 2016, “Deeply Christian, Serving the Common Good”, which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

### **Purpose**

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

### 3. Scope/ aims

This document sets out the admission arrangements for the Nursery at Tadpole Farm Church of England Academy.

For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

### 4. Admission Numbers

From February 2023, Tadpole Farm CE Academy has an admission number of 26 full time equivalent for entry into Nursery provision. The School is able to offer term-time Nursery provision for either 15 or 30 hours per week.

School will support parents with advice regarding their free entitlement and any costs incurred over and above their entitlement.

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the Nursery are received, the Academy Trust will offer places to all those who have applied.

### 5. Application Process

- 5.1 Applications for admission to the Academy should be made using the school's Application Form by the closing date 1<sup>st</sup> March 2023 for September 2023 start.
- 5.2 **Children attending the Nursery at the school must apply for admission into Reception. There is no automatic place awarded for attendance at the Nursery.**
- 5.3 The Academy will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the offer date 1 April 2023 or the next working day.
- 5.4 The Academy will admit any pupils with an Education, Health and Care plan naming the Academy. Priority will then be given to those children who meet the criteria set out below.

### 6. Oversubscription Criteria

1. ***Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)***

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.

A "Looked After Child" (LAC) 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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. ***Siblings of pupils attending the school at the time of application***

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

## 3. ***Distance from school***

Priority will next be given children living within the proximity set out in the order below.

Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to Nursery.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## 4. ***If any places still remain, they will be allocated to other children.***

# 7. Tiebreaker

## **Proximity to the Academy**

7.1 Proximity to the school with those living closest to the school having priority calculated by:

In all cases where schools are oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

7.2 In the event that two or more children live at the same distance from the Academy (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## 8. Late Applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## 9. In-Year Admissions

From time to time a place becomes available in the Nursery. The allocation of places is in accordance with the admissions criteria (above).

## 10. Waiting Lists and Admissions Criteria (In-year)

The Academy will operate a waiting list for the Nursery. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate and places allocated in accordance with the admissions criteria if and when a place becomes available.

This will be maintained by the individual Academy, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**The waiting list will be reordered in accordance with the following oversubscription criteria whenever anyone is added to or leaves it:**

1. *Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)*
2. *Siblings of pupils attending at time of application*
3. *Distance from school*
4. *If any places still remain, they will be allocated to other children*

## 11. Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on the timetable for the appeals process is on our website at [www.tadpolefarmcepa.co.uk](http://www.tadpolefarmcepa.co.uk)

## 12. Nursery Age

A place in the Nursery class is available for children from the September following their 3<sup>rd</sup> birthday.

## 13. Address Definition

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## 14. Enquiries

All enquiries should be sent to Admissions at Tadpole Farm CE Academy, Greene Street, Tadpole Garden Village, Blunsdon, SN25 2QS.

## 15. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: “Is this policy and practice underpinned by our vision and values?” and “What is the impact of our vision and values on those subject to the policy?”. This is a key focus of our ongoing development of policy and practice.

## History of most recent policy changes and review period

Date	Page	Change(s) made	Origin of Change (e.g. TU request, change in legislation)
March 2023	All	Changes to Policy offering up to 30 Hours Nursery provision	DBAT

Policy Owner	<b>Education Directorate</b>
Date Adopted	<b>March 2023</b>
Review Date	<b>June 2024</b>
Level	<b>Level 2</b>
<i>DBAT Policy levels:</i>	
LEVEL 1	DBAT policy for adoption (no changes can be made by the Academy Council; the Academy Council must adopt the policy)
LEVEL 2	DBAT policy for adoption and local approval, with areas for the Academy to update regarding local practice (the main body of the policy cannot be changed)
LEVEL 3	DBAT model policy that the Academy can adopt if it wishes
LEVEL 4	Local policy to be approved by the Academy Council