



Holly Hill
Church School

Admissions Policy

Nursery

September 2022

As a Christian school our vision is to promote 'Life in All its Fullness.' Our ethos is based on our 12 Christian values of hope, honesty, patience, joy, forgiveness, tolerance, thankfulness, respect, kindness, friendship, gentleness and love. It is within the vision and the ethos that this policy is written and will be implemented.

Dated Issued: November 2020

Review Date: October 2022

Signed: (Chair of Pupil Support Committee)

Proposed Holly Hill Church School – Nursery Admission Criteria September 2022

School name	Holly Hill Church School Nursery		
School address	New Street, Rubery, Rednal, Birmingham B45 0EU		
Headteacher	Miss C Taylor	Tel no:	0121 675 8700
Admission Number:	26 places if nursery is open 3 days a week (15 hours) 52 places if nursery is open 5 days a week (offered in 2 sessions of the 15 hours)		

Timings and Procedures

Registration for Admission to Nursery	All parents are requested to register pupils as soon as possible as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches nursery admission age.
Timings	Parents will be asked to confirm their wish for a place for their child in Nursery as follows: September intake – in March If any places are available for further intakes, this will be as follows: January intake – in by October half term Easter intake – by February half term The school will inform parents if a place is available at the nursery as follows: September intake – in May January intake – in November Easter Intake – in March

Criteria

Admissions policy statement	The aim of this policy is to help parents understand the admission process for Holly Hill School Nursery. Certain aspects of the policy are written in line with the advice given to all schools by the Department of Education.
-----------------------------	--

	<p>We are able to admit up to 26 pupils per session. Children are admitted from the age of 3 years in the term after their third birthday.</p> <p>Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications received by school will follow the criteria identical to the school's admission policy for reception year September 2019.</p>
<p>This is a Christian school, supported by the Methodist Church and the Church of England that sets out to serve the whole community. We welcome children from all sections of the community, including those whose families attend a Christian church alongside those of other faith communities or none. If admissions have to be restricted by the number of places available, the governors will admit children in the following order of priority:</p>	
	<p>1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).</p>
	<p>2. Children who have siblings in the school or nursery who will still be in attendance when the applicant enters school, defining sibling as in the notes below.</p>
	<p>3. Nearness of the child's home to the School.</p>
Children with a statement of special educational needs/EHC Plan	<p>Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.</p>
Looked after or previously looked after children.	<p>A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.</p> <p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</p>
Siblings	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p>

	<ol style="list-style-type: none"> 1. have one or both natural parents in common; or 2. are related by a parent's marriage; or 3. are adopted or fostered by a common parent. <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>
Nearness to school	<p>If offering places with any one of the criteria would cause the schools admissions number to be exceeded, then children living nearest will be offered first. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the main gate of the school. Birmingham Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.</p> <p>A child's home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the week (Monday to Friday). If care is split equally, parents can choose which address will be used. Parents may be requested to supply documentary evidence to support the address used.</p>
Tie Breaker	<p>If it is not possible to decide between applications of those children who are the final qualifiers for a place when applying the admissions criteria, the Governors will randomly select the child to be offered the final place.</p>
Waiting list	<p>A pupil's position on the waiting list will be consistent with the admissions criteria and not the length of time a prospective pupil has been placed on the list. If an application is received after the deadline date and places have been allocated, an offer will not be withdrawn to accommodate the latecomer. A waiting list will be held in strict oversubscription criteria order until at least the first term of the academic year. Each child added to the waiting list will require the list to be ranked again in line with the oversubscription criteria.</p>
In Year	<p>Applications made outside the normal admissions round (in-</p>

Applications	<p>year admissions) should be made directly to the school. Parent/carers can apply for a place for their child at any time and to any school.</p> <p>On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</p> <p>The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for a pupil who needs a school place because they have missed, or are at risk of missing, education.</p>
Appeals	<p>If the Governors' decision is that a place is not available, parents will be notified by letter, stating the reasons why a place cannot be given to their child. Information about the appeals procedure will also be provided in such cases. Should parents be unhappy with the decision of the Governors they should first discuss the matter with the Chair of Governors. If parents still do not wish to accept the decision, they must notify the Chair in writing that they wish their case to be heard by an Independent Appeals Panel. The Chair will then make arrangements with the Methodist Church and Diocesan Director of Education for an Independent Appeals Panel to be convened.</p>
	<p>Parents considering applying for a place at Holly Hill School are very welcome to telephone or visit the school office and make an appointment with the head teacher.</p>

Rising 3s

If Holly Hill nursery is not at capacity by end October of that academic year. Applications will be considered and offered to children eligible to commence Nursery in the term after their 3rd birthday. This will be for a January start date.

Children are admitted without reference to ability or aptitude. Admission criteria is followed if there is limited places.

If the nursery is still not at capacity in March, an Easter start will be considered and offered to those who turned 3 in the Spring Term. This will be for a Summer term start date.

30 hour funding

If the nursery is open 5 days a week, and places are available, Holly Hill invite admissions from children who access 30 hours funding. Please speak to the Office Manager in respect to this.

Nursery place and Reception

Attendance at the nursery does not guarantee a place in Reception and parents need to apply for the Reception admission separately by applying directly to the local authority.

Other Information

- Fully completed Admission Forms are required for each child entering the School. Admissions forms are kept securely in line with our Data Protection Policy.
- The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.
- A copy of the child's birth certificate must be seen by the Office Manager and accounted for on the admission form.
- The school reserves the right to ask for proof of the criteria for admission, including home address.
- In accepting a place it is expected that children will attend all nursery sessions their child has been allocated, and arrive to nursery on time.
- There is a maximum of 26 places for the Nursery for each session. There will be a ratio of one full time adult to 13 children with a minimum of two adults, one of whom will be a qualified teacher.
- Parents whom have expressed an interest for January or Easter intake will be informed if the Nursery is full in the September of that academic year in order to allow them to make alternative arrangements for their child.