

Knowsley school nursery classes 2018-19

Children are normally entitled to a free nursery education place from the beginning of the term following their third birthday¹.

Child's 3rd birthday is between	Normal term of admission to nursery class
1 April - 31 August	Autumn term start (September)
1 September - 31 December	Spring term start (January)
1 January - 31 March	Summer term start (April)

From September 2017 working parents may also be entitled to additional free childcare hours for their three and four year olds. The additional hours can be taken flexibly throughout the year and can be split across more than one childcare provider, including childminders, pre-schools, day nurseries, schools and academies.

For more information or to find out if your child is eligible ring the Childcare Information Service on 0151 443 5635 / 5633 or 0800 085 2022 (option 1)

Applying for a Knowsley school nursery education place

- If you would like a place for your child in a Knowsley school nursery class, you should make a formal application directly to the school following the procedures given in this leaflet.
- Many Knowsley schools can offer nursery places to all who apply. However, if there are more applicants than places available, schools will apply an admission policy (oversubscription criteria) to decide which children have priority for the places that are available.

NOTE: Attending the nursery class of a particular Knowsley primary school DOES NOT normally give your child priority for a place in the reception class of that school. The Knowsley Primary Education Admission Booklet gives details of admission procedures and policies (oversubscription criteria) for reception classes. The booklet is available on the Knowsley web site, from Knowsley School Admissions and Knowsley primary schools.

Knowsley voluntary aided school nursery classes

In Catholic and Church of England primary/infant schools, the Governors of each school are responsible for setting their own individual nursery admission policy and oversubscription criteria. Parents/carers need to contact the school directly for information about how and when to apply and to obtain an application form.

Knowsley community and voluntary controlled school nursery classes (and participating academies)

The local authority is responsible for setting the nursery admission policy for these schools - this includes the oversubscription criteria if these schools receive more applications than the number of places available. However, the schools administer their own nursery applications so parents/carers still need to make their applications directly to these schools.

The admission policy and oversubscription criteria for Knowsley community and voluntary controlled nursery classes (and participating academies) can be found in this leaflet and the application form is available from schools or can be found at www.knowsley.gov.uk/schooladmissions

¹ For details of any entitlement for children under the age of 3, please contact Knowsley Early Years and Childcare Information Service on 0800 085 2022

Application procedures for Knowsley community and voluntary controlled school nursery classes (and participating academies)

- The nursery application form should be completed and submitted directly to the school of preference during the appropriate application period.
- Applications will be considered on a termly basis following the termly closing dates stated on the application form.
- All applications received by the respective closing date will be considered together - if the school has received more applications than places available, the oversubscription criteria will be applied to all applications to determine how places are allocated.
- The school will inform parents/carers of the outcome of their application after the closing date.
- Where a place can be offered, a start date and further admission arrangements will be provided.
- If parents/carers do not require the place they should inform the school immediately in writing.
- Where a place cannot be offered, names **may** be kept on a waiting list in line with the oversubscription criteria and, if places become available, they will be re-offered from the waiting list. (*Parents/carers should check with individual schools whether they will be keeping a nursery waiting list*).
- There is no right of appeal against the refusal of a place due to that nursery class being full. Parents/carers may wish to consider other Knowsley school nursery classes with a place available.
- Any offer of a place may be subject to parents/carers providing proof documents to confirm information stated on the application form and used in the allocation of places. Places obtained on the basis of false information may be withdrawn.
- If application information changes, parents/carers must inform the school without delay to avoid the application being considered incorrectly.

Admission policy for nursery classes in Knowsley community and voluntary controlled schools (and participating academies)

If there are more applicants than the number of nursery places available in a particular school, then the nursery class is deemed to be oversubscribed.

The following criteria will be applied in strict priority order to decide how places will be allocated in Knowsley community and voluntary controlled primary schools (and participating academies):

1. Children who are cared for by a local authority or who were, in certain circumstances, previously looked after by a local authority. (See note i)
2. Children with exceptional circumstances who are nominated by the Knowsley Child Development Centre (CDC). (See note ii)
3. Children aged 4 with an older brother or sister expected to be attending that nursery class or primary school at the time of the younger child's admission. (See notes iii and iv)
4. Other children aged 4. (See note iv)
5. Children aged 3 with an older brother or sister expected to be attending that nursery class or primary school at the time of the younger child's admission. (See notes iii and v)
6. Other children aged 3. (See note v)

If there are more children in any one category than place remaining, the following tie-break will be used:

Home to school distance, with the child living closest to the school having priority. The distant measurement will be undertaken by the Local Authority on behalf of the school and is a straight-line measurement ("as the crow flies") based on an element of the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

In rare cases where the distance tie-break does not assist, e.g. in the case of twins/multiple births or children living in the same block of flats, random selection will be undertaken to complete the allocation.

Notes

- i. As defined in the School Admissions Code - *‘looked after (under Children Act 1989 section 22i) at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became adopted or subject to a residence order or a special guardianship order’*. Parents/carers who wish to have their child considered under criterion 1 need to provide evidence of this to the school at the point of application.
- ii. Parents/carers should note the exceptional nature of the circumstances required for acceptance under criterion 2. Not all children receiving support from the CDC will be eligible. It is for the CDC professionals to decide whether it is **essential** that the child attends the particular school, rather than any other. Evidence must be submitted **at the point of application**.
- iii. A “brother or sister” as stated in criteria 3 and 5 includes foster, adopted, step and half siblings, **provided** they live with the same family at the same address.
- iv. “Children aged 4” is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place. (i.e. they are in the year previous to admission to reception class.)
- v. “Children aged 3” is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)
- vi. Where a child has a Statement of Special Educational Need / Education Health Care Plan which names a particular school, and is known about at the time the allocation is carried out, they will have priority over all other applicants and available places will be reduced accordingly.
- vii. Proof may be requested of any details supplied on the application form and used in the allocation process, for example proof of home address and date of birth. A place may be withdrawn if the information is considered false.
- viii. Home address is where the child normally lives - a childminder’s / other relative’s address etc will not be accepted. Where a child lives equally between two addresses, the address in receipt of child benefit is normally taken, but the admission authority reserves the right to request other proofs as fit the individual circumstances.

Disability Discrimination Act: Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

In case of query, please contact the individual primary/infant school or:

**Knowsley School Admissions, Education Improvement Team
PO Box 21, Archway Road, Huyton, Knowsley L36 9YU**

Tel: (0151) 443 3372 / 5142 / 5143

Email: schooladmissions@knowsley.gov.uk

EVERY EFFORT HAS BEEN MADE TO ENSURE THE INFORMATION CONTAINED IS CORRECT AT THE TIME OF PUBLICATION. HOWEVER, PLEASE DO NOT ASSUME THERE WILL BE NO CHANGE TO THE INFORMATION GIVEN.