



# Nursery Admissions Policy 2023/24

## PURPOSE

This policy sets out the nursery admission arrangements for Ark John Keats Academy, in 2023/24. It applies to applications to start in Nursery in September 2023 and includes details of the application process and oversubscription criteria.

Date of last review:	September 2023	Author:	Governance Team
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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
School:	Ark John Keats Academy	Key Contact Name:	Victoria Edwards
Key Contact Email:	info@arkjohnkeatsacademy.org	Key Contact Phone:	020 84433113

## 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 John Keats 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://arkjohnkeats.org/admissions/nursery-admissions-and-day>

## 2. Application Process

- i. Children aged between 3 years and 3 years 11 months are eligible for a place in the nursery.
- ii. The school offers part time (15hrs a week) places. In **September 2023** the following number of places are available:
  - a) 52 part-time places
- iii. Part-time places (15hrs a week) children can either attend morning sessions from 8:45- 11:45am or afternoon sessions from 12:45-3:45pm. Parents should indicate their preference for either the morning or afternoon slot on the application form.
- iv. Applications for a place at the nursery are submitted directly to the academy. The application form is available via the website at the link below.  
<https://arkjohnkeats.org/admissions/nursery-admissions-and-day>
- 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 and not 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 by the deadline given on our website.

- 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 staff at the school who occupy, or have been recruited to, a post where there is a demonstrable skill shortage. The Principal holds the final decision on an individual's eligibility for a place under this criterion.
  - c) 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) Children of staff in the school who have been employed at the school for two or more years at the time the application is submitted. The Principal holds the final decision on an individual's eligibility for a place under this criterion.
  - e) Distance measurement – Priority will be given to those children who live closest to the school. The school will calculate **straight line distance** between the child's home and the main entrance to the school.

*PLEASE NOTE:* A child's home will be the address at which the child normally resides and which has been notified to relevant agencies (e.g. the Local Authority) as being the child's normal place of residence. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of nursery admissions will be the one where the child spends the majority of school nights Monday–Friday.

- f) *Tie breaker:* If the school is unable to distinguish between applicants using the published oversubscription criteria, places will be offered via a random draw which will be supervised by someone independent of the school.

### 4. Further Information and Contact Details

- i. For all queries about nursery admissions arrangements at the school, please contact:  
**Primary Office Admissions Officer Tel: 020 8443 3113**  
**info@arkjohnkeatsacademy.org**
- ii. Further information and links to the nursery application form are available on the school website via the link below.

<https://arkjohnkeats.org/admissions/nursery-admissions-and-day>

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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).