



# Knutsford Primary Academy

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## NURSERY ADMISSIONS ARRANGEMENTS FOR 2021/22

Date agreed: September 2020

Review date: September 2021

### Provision

Knutsford Primary Academy has a nursery admissions number of 30. We offer the following sessions during term time only:

Morning Nursery	Monday to Friday	8:50am to 11:50am
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We do not offer the 30 hour funding entitlement.

### Process of Applying for a Nursery Place at Knutsford Primary Academy

- Please complete the online application form on the school website, [www.knutsfordprimaryacademy.org.uk](http://www.knutsfordprimaryacademy.org.uk), and submit to the school office by 26<sup>th</sup> February 2021. If you do not have access to the website please contact us and we will send you a paper form to complete. This must be returned to the school office by 26<sup>th</sup> February 2021.
- All applications received will be processed by the school during the week beginning 1<sup>st</sup> March 2021 and the over subscription admission rules will be applied if necessary.
- Parents will be notified by the school if they have been offered a place or not by letter which will be emailed or posted (1<sup>st</sup> class) on Monday 8<sup>th</sup> March 2021.
- Parents have until Friday 19<sup>th</sup> March 2021 to accept the offered place. If they have not been offered a place in any of the nurseries they applied to, they will need to telephone all nearby nurseries to see which ones have space.

In partnership with local Watford schools nursery admissions, Knutsford Primary Academy will adhere to the following timetable when dealing with admissions.

Deadline to apply to your chosen school/s	<b>Friday 26<sup>th</sup> February 2021 – 9am</b>
Offer letters sent by schools to parents/carers	<b>Monday 8<sup>th</sup> March 2021 (by email or 1<sup>st</sup> class post)</b>
Deadline to accept place and return paperwork to chosen school	<b>Friday 19<sup>th</sup> March 2021 – 9am</b>

Section 324 of the Education act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

If there are fewer applications than places available at a school all applicants will be admitted. If there are more applications than places available, the criteria outlined below will be used to prioritise applications.

## Oversubscription Criteria

**Rule 1:** **Children looked after** and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

**Rule 2:** **Medical or Social** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, and children previously looked after by the state abroad because he or she would not otherwise have been cared for adequately and subsequently adopted.

*A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.*

**Rule 3:** **Sibling** Children who have a sibling on the roll of the school or linked school at the time of application. *This applies to Reception through to Year 5, or if the sibling is in the school's final year as long as they will be in attendance at the time of admission.*

**Rule 4:** **Children of Staff:** Children of staff can only be admitted in the following circumstances:

- If the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- If the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Staff must be employed at the individual school. Children of staff employed by the MAT or at a "linked" or federated school cannot be prioritised under this rule unless they are employed at the individual school within the given definition. Children must live at the same permanent address as the employee of the school.

**Rule 5:** **Nearest School** Children for whom it is their nearest school or academy. This includes all schools except those which allocate places on the basis of faith.

**Rule 6:** **Distance** Children who live nearest to the school.  
*Children not considered under Rule 4 will be considered under Rule 5.*

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, the next rule will be used to further prioritise children.

### Tie Break

When there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer.

### Continuing Interest

After places have been offered, the school will maintain a continuing interest (waiting) list. A child's position on a continuing interest list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it.

The school will use the same definitions and measuring system as outlined in Hertfordshire County Council's admissions literature, "Applying for a school place".

### Fair Access

The school will admit children under the Fair Process Protocol before those on continuing interest, and over the Published Admission Number (PAN) if required.

## Explanatory notes and definitions:

The following definitions apply to terms used in the admissions criteria:

**Rule 1:** Children looked after and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>1</sup> or a special guardianship order<sup>2</sup>)

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” 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 function (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.<sup>3</sup>

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

### <sup>1</sup> Child arrangements order

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

### <sup>2</sup> Special guardianship order

*Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.*

<sup>3</sup> This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

**Rule 2:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the school, *this includes children previously from abroad who were cared for by the state because he or she would not otherwise have been cared for adequately and subsequently adopted.*

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under Rule 2 are agreed.

Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child’s previously looked after status and adoption is confirmed. Hertfordshire’s “Virtual School” will be asked to verify all such applications.

All applications are considered individually but a successful application should include the following:

- a. Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted
- OR
- b. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
  - c. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.
  - d. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.
  - e. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate.

Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously "looked after" but not meeting the specific criteria outlined in Rule 1, may be made under this rule.

Further details on the Rule 2 process can be found in the "Rule 2 protocol" available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions).

### **Definition of sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after<sup>1</sup> and in every case living permanently<sup>2</sup> in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or have been offered or accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

*<sup>1</sup> Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.*

*<sup>2</sup> A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.*

### **Multiple births**

The school will admit over the school's published admission number when a single twin/multiple birth child is allocated the last place at a school.

### **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

### **Fraudulent applications**

The school will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. The school will take action in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant;
- When the applicant does not have parental responsibility;
- When a family move shortly after the closing date of applications when one or more of the following applies:
  - The family has moved to a property from which their application was less likely to be successful;
  - The family has returned to an existing property;
  - The family lived in rented accommodation for a short period of time (anything less than a year) over the application period;
  - Council tax information shows a different residence at the time of application.
- When a child starts at the allocated school and their address is different from the address used at the time of application.

Parents/carers will need to show they have relinquished residency ties with their previous property and they, and their child(ren) are permanently residing at the address given on the application form.

### **Home to school distance measurement for purposes of admissions**

A 'straight line' distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. Premium data is a national recognised method of identifying the location of schools and individual residences.

### **Age of Admission and Deferral of Places**

The schools policy is that children born on and between 1 September 2016 and 31 August 2017\* would normally commence primary school in Reception in the academic year beginning in September 2021. All Hertfordshire infant, first and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. If a parent wants a full-time place for their child from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can defer the date their child is admitted to school until later in the same academic year or until the term in which the child reaches compulsory school age. Summer born children are only able to "defer" entry to Reception class until the beginning of the final term of the school year for which the offer was made.

Where parents wish, children can attend part-time until they reach compulsory school age. Any parents wishing to take up a part-time place or deferred entry should contact the school to discuss their child's requirements.

### **\*Summer born children (1<sup>st</sup> April – 31<sup>st</sup> August) – Entry to Reception**

Legally, a child does not have to start school until the start of the term following their fifth birthday. Children born between 1 April 2018 and 31 August 2018 are categorised as “summer born” and if parents/carers do not believe that their summer born child is ready to join Reception in 2021 they should contact the school for guidance before making an application. The school will consider each case individually.

Summer born applications that are delayed for a year (for entry in September 2022) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at a child's preferred school.

If parents wish to delay their application for a Reception place they are advised to discuss their child's needs/development with their current early years or nursery provider. If parents wish their child to remain in their existing nursery school or class for a further year (rather than moving into the Reception year group) they must let their current school know before the Nursery admission deadline date of 26<sup>th</sup> February 2021.