

NURSERY ADMISSIONS ARRANGEMENTS FOR 2024/25

Date agreed: September 2023
Review date: September 2024

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 30-hour funding entitlement however this is being considered.

Process of Applying for a Nursery Place at Knutsford Primary Academy

- Please complete the online application form by 9am on Friday 1st March 2024. If you are experiencing any problems applying online, please email admissions@knutsfordprimaryacademy.org.uk
- All applications received will be processed by the school during the week beginning Monday 4th March 2024 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 (1st class) on Monday 11th March 2024.
- Parents have until 9am on Friday 22nd March 2024 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 Knutsford Primary Academy	Friday 1st March 2024 at 9am
Offer letters sent to parents/carers	Monday 11th March 2024 (by email or 1st class post)
Deadline to accept place and return paperwork	Friday 22nd March 2024 at 9am

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

Executive Principal: Eileen Anderson | CEO: Vicky Parsey

admin@knutsfordprimaryacademy.org.uk | 01923 466020 | Knutsford Primary Academy, Balmoral Road, Watford, WD24 7ER
Aspire Academies Trust, a company limited by guarantee registered in England and Wales. Charity number 08187216. VAT registration 196382272



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, 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 or became subject to a child arrangements order¹ or a special guardianship order².

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.

Rule 3 **Sibling:** Children who have a sibling on the roll of the school. *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.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by Hertfordshire County Council.

The member of 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. The child must be living permanently with the member of staff including step children and the children of partners living permanently in the same house.

Rule 5 **Nearest School:** Children for whom it is the nearest school or academy. This includes all schools except those which allocate places on the basis of faith (membership or practice) before allocating on the basis of distance/location.

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

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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 CI 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, which is available at www.hertfordshire.gov.uk/admissions.

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.

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