

The King Alfred Federation

Nursery and Pre-School Admissions Policy

May 2016



Principles

At The King Alfred Federation we believe that children should have access to high quality care and provision, and that these places should be allocated fairly.

The King Alfred Federation offers places to children aged two to four years old at Elfrida Primary School and aged three to four at Athelney Primary School.

Two Year Olds

At Elfrida, we currently have 8 AM and 8 PM places for two year olds whose families meet certain criteria as detailed by the local authority and central government. These places are for 15 hours per week, term time only and are free of charge.

If your child is eligible for a funded place, you will need to bring us the letter that you have been sent by the local authority confirming this.

Please note: You may have received a letter stating your child may be eligible. In order to confirm eligibility you will need to apply using the application form which usually accompanies the letter.

September 2013 criteria

Your child is eligible if parents/guardians are receiving one or more of the following benefits:

- income support
- income-based jobseeker's allowance
- income-related employment and support allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of state pension credit
- child tax credit, provided you are not also entitled to working tax credit, and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs

Children who are looked after by the local authority are also eligible.

Extended September 2014 criteria

Under the new criteria you are also eligible if:

- you get working tax credits and earn no more than £16,190 a year
- your child has a current statement of special educational needs (SEN) or an education, health and care plan (EHCP)
- your child is receiving disability living allowance
- your child has been adopted
- the child has left care under a special guardianship order, child arrangements order or residence order

Eligible children qualify in the term following their second birthday in accordance with the following nationally-prescribed dates -

| Second birthday between | Eligible from |
|--------------------------------|-----------------------------------|
| 1 April–31 August | Autumn term starting in September |
| 1 September–31 December | Spring term starting in January |
| 1 January–31 March | Summer term starting in April |

If you are not sure if your child qualifies for this place, you can call contact Lewisham Council’s Pupil Support Team to check, on **020 8324 6221** or, **free.entitlement@lewisham.gov.uk**. A limited number of application forms may also be obtained from the school office at Elfrida Primary.

If we have more applications than places we will use the following criteria when places become available:

1. Children in public care (details supplied by an allocated social worker or foster carer). A looked after child is a child who is in care to a local authority or who is provided with accommodation by that authority
2. In exceptional circumstances there is discretion to admit children with an acute medical or social need, who would not otherwise qualify for admission. The application would have to be supported by a letter from a hospital consultant, social worker or similar professional
3. Children whose brother or sister is on roll at the school on the closing date for applications, and who will still be attending the centre on the intended date of admission. Siblings must live at the same address*
4. Nearness of the child’s home to the centre (proof of address will be required – council tax bill, child benefit letters, utility bills)

Within each of these categories, priority is given to those who live nearest to the school, by straight-line measurement to one fixed point in the school.

Details of the criteria for exceptional circumstances are in Appendix 1.

*Siblings are considered to be those children who live at the same address and either:

1. Have one or both natural parents in common
2. Are related by a parent’s marriage
3. Are adopted or fostered by a common parent

Over Threes

We have funded places of 15 hours available for three year olds at Elfrida and Athelney. In making decisions about admissions when places become available, we follow the guidelines laid down by the London Borough of Lewisham (see the Lewisham Education ‘Starting School’ booklet for further details). Criteria for admissions to the nursery school, in order of preference are therefore:

1. Children in public care (details supplied by an allocated social worker or foster carer). A looked after child is a child who is in care to a local authority or who is provided with accommodation by that authority
2. Children transferring internally, from two year funded places at The King Alfred Federation
3. In exceptional circumstances there is discretion to admit children with an acute medical or social need, who would not otherwise qualify for admission. The application would have to be supported by a letter from a hospital consultant, social worker or similar professional
4. Children whose brother or sister is on roll at the school on the closing date for applications, and who will still be attending the centre on the intended date of admission. Siblings must live at the same address**
5. Nearness of the child's home to the centre (proof of address will be required – council tax bill, child benefit letters, utility bills)

Within each of these categories, priority is given to those who live nearest to the school, by straight-line measurement to one fixed point in the school.

** Siblings are considered to be those children who live at the same address and either:

1. Have one or both natural parents in common;
2. Are related by a parent's marriage;
3. Are adopted or fostered by a common parent.

Details of the criteria for exceptional circumstances are in Appendix 1.

Age constraints

Admission to Local Authority nursery schools and classes is in the term following the child's third birthday.

| Third birthday between | Eligible from |
|-------------------------|-----------------------------------|
| 1 April–31 August | Autumn term starting in September |
| 1 September–31 December | Spring term starting in January |
| 1 January–31 March | Summer term starting in April |

Transfer to primary schools

Parents should not be led to believe that the offer of a nursery place is dependent upon a commitment that their child will enter the school's reception class. There can be no guarantee that a child in the nursery class of a primary school will be able to transfer to the reception class of the same school.

Religious or denominational allegiance

Religious or denominational allegiance should not affect the priority given to a child's access to a nursery place.

Home addresses

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either:

1. Owned by the child's parent(s), or the person with parental responsibility for the child;
2. Leased to or rented by the child's parent(s), or the person with parental responsibility.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a school is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Appendix 1

Criteria for Exceptional Circumstances

The criteria do not represent a strict priority order; however it is expected that children for whom the Local Authority has specific responsibilities will normally take precedence. The focus of this criteria is on improving outcomes and life chances for the most disadvantaged and vulnerable children in Bellingham. The criteria fall into two areas.

One

Children need to meet one of the following criteria:

- Children with a Child Protection Plan or are subject to a section 47 Child Protection investigation, or a Section 17 Children in Need plan.
- Children in Local Authority Care
- Children subject to CAF - Engaged in family support plans or Integrated support plans or the Early Support process
- Children with diagnosed Disabilities who have a statement of Educational Need or engaged in that process and/or are in receipt of Disability benefit, or children who have been referred to or by a Child Development Centre

or

Two

Children need to meet two of the following criteria:

- Children whose behaviour/development/health gives serious cause for concern –referral from any appropriate agency e.g. Health Visitor
- Children from families who are homeless, living in poor housing or temporary accommodation – referral from any appropriate agency
- Children referred by the Family Nurse Partnership or Health Visitor, from isolated first time parents or parents who are teenagers
- Families who have three or more children under five
- Children who speak no English or are in the very first stages of language development
- Children whose parents/carers need support as a result of their physical disability, learning disability, mental health problem or illness
- Parent/carer in prison
- Children from asylum seeking, refugee families and travellers community.
- Children from families experiencing domestic violence, drug/alcohol abuse.
- Children whose home postcode is in the top 10% most deprived SOA according to IMD or are entitled to a free school meal

All other conditions remain the same as detailed within the section for allocating free entitlement places.