

# MAINTAINED NURSERY SCHOOLS

Oversubscription criteria 2019/2020



Plymouth City Council is the admission authority for community nursery schools in Plymouth.

The admission arrangements outlined within this document apply to community nursery schools in Plymouth in the 2019/2020 academic year.

## Nursery admission criteria

The admission arrangements outlined in this document apply to admissions to community nursery schools in the 2019/2020 academic year.

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority, which is required to comply with the statutory framework for the early years foundation stage (2017). The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the governing bodies of these schools. Places in nursery schools and classes usually become available when the oldest children enter a Primary School. Places may become available at other times if children leave nursery.

Children are entitled to access free nursery education at the request of the parent/carer from the beginning of the term after their third birthday. Whilst the Local Authority works within six terms for maintained schools, for the purposes of nursery education the term dates are defined by the DFE. These are as follows:

| April to 31 August

| September to 31 December

| January to 31 March

## Oversubscription Criteria

Each maintained nursery school and class has a limited number of places available depending largely on the physical capacity of its buildings. The number of places available is called the published admission number (or PAN for short). In the event that the number of applications to a maintained nursery school or class exceeds its PAN, the following admission criteria will be applied in the following order of priority;

1. **Looked after children and all previously looked after children.** 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 definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery** – applications made under this criterion would need to be supported by written evidence from an appropriate professional;
3. **A vulnerable child with either a Child Protection or a Child in Need Plan or Early Help Assessment (previously known as Common Assessment Framework)** – applications made under this criterion would need to be supported by evidence from the

child's social worker and/or health visitor explaining the advantage of the child attending the preferred nursery as opposed to any other;

4. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.  
Exceptional medical or social grounds could include, for example:
  - a serious medical condition, which can be supported by medical evidence
  - a significant caring role for the child which can be supported by evidence from social services;
5. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
6. **Other children** not shown in a higher oversubscription criteria.

## NOTES:

**Application for primary school:** Attendance at a nursery class attached to a primary school gives no guarantee that a child will continue into the school where the nursery is located.

**Attendance:** There is a universal entitlement to 15 hours of funded education for all three and four year olds. Eligible families may be entitled to an increase in hours up to 30 hours per week at the discretion of the school and dependent upon capacity.

In the case of children who have attained their fourth birthday by 1 September, parents/carers may request that their child attend on a part time or full time basis until compulsory school age. Approval is subject to the recommendation of the school following discussion with the parent/carer and the nursery/pre-school (if appropriate) and is in the best interest of the child.

**Home address:** A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc. Oversubscribed nursery schools and classes are advised to ask parents/carers to provide proof of residence before admitting the child. Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place.

**Multiple births:** Multiple births are defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor or location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the

School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

### PAN (given as full time equivalent)

Nursery Schools	PAN 2018/2019	PAN 2019/2020
Ham Drive Nursery School	52	52
Plymbridge Nursery School	65	65

## CONTACTS AND FURTHER INFORMATION

### Schools

#### Ham Drive Nursery School and Day Care

Ham Drive  
Ham  
Plymouth  
PL2 2NJ

Telephone: 01752 366389

[ham.drive.nursery@plymouth.gov.uk](mailto:ham.drive.nursery@plymouth.gov.uk)

[www.hamdrivenursery.plymouth.sch.uk](http://www.hamdrivenursery.plymouth.sch.uk)

#### Plym Bridge Nursery School and Day Care

Miller Way  
Estover  
Plymouth  
PL6 8UN

Telephone: 01752 786444 or 01752 793495

[reception@plymbridge.net](mailto:reception@plymbridge.net)

<http://www.plymbridge.net>

#### The Department for Education Schools (DFE)

Telephone: 0370 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

#### Office of the Schools Adjudicator

Telephone 01325 735303

[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)