

Knowsley school nursery classes

Children are normally entitled to a free nursery education place from the beginning of the term following their third birthday.

Child's 3rd birthday is between	Normal term of admission to school nursery class
1 April - 31 August	Autumn term start (September)
1 September - 31 December	Spring term start (January)
1 January - 31 March	Summer term start (April)

Working parents may also be entitled to additional free childcare hours for their three and four year olds. The additional hours can be taken flexibly throughout the year and can be split across more than one childcare provider, including childminders, pre-schools, day nurseries, schools and academies.

For more information, or to find out if your child is eligible, contact the Childcare Information Service on (0151) 443 5633.

Applying for a Knowsley school nursery education place

- If you would like a place for your child in a Knowsley school nursery class, you should make a formal application directly to the school following the procedures given in this leaflet.
- Many Knowsley schools can offer nursery places to all who apply. However, if there are more applicants than places available, schools will apply an admission policy (oversubscription criteria) to decide which children have priority for the places that are available.

NOTE: *Attending the nursery class of a particular Knowsley primary school DOES NOT normally give your child priority for a place in the reception class of that school. More information about applying for a reception class place and details of admission procedures and policies (oversubscription criteria) for reception classes can be found in the Knowsley Primary Admissions Composite Prospectus available at www.knowsley.gov.uk*

Knowsley voluntary aided faith schools and academy nursery classes

The Governors/Academy Trust of each school are responsible for setting their nursery admission policy. Parents/carers should contact the school/academy directly for information about how and when to apply and to obtain an application form.

Knowsley community school nursery classes

The local authority determines an admission policy that is used by these schools including an oversubscription criteria if they receive more applications than the number of places available. However, the schools administer their own nursery applications so parents/carers should submit applications directly to these schools.

Application procedures for Knowsley community school nursery classes

- The nursery application form should be completed and submitted directly to the school of preference during the appropriate application period – you can download and print a copy of the application form at www.knowsley.gov.uk/education-and-schools/school-admissions/applying-admission-school-nursery-classes.
- Applications will be considered on a termly basis following the relevant closing dates

Closing dates for applications to community schools:

Date of admission to nursery	Closing date for applications
Autumn term (September - December)	10 March (preceeding entry)
Spring term (January - March)	Last Friday before Autumn half term (October preceeding entry)
Summer term (April - July)	Last Friday before Spring half term (February preceeding entry)

- All applications received by the respective closing date will be considered together – if the school has received more applications than places available, the oversubscription criteria will be applied to all applications to determine how places are allocated.
- The school will inform parents/carers of the outcome of their application after the closing date.
- Where a place can be offered, a start date and further admission arrangements will be provided.
- If parents/carers do not require the place, they should inform the school immediately in writing.
- Where a place cannot be offered, names may be kept on a waiting list in line with the oversubscription criteria and, if places become available, they will be re-offered from the waiting list. *(Parents/carers should check with individual schools whether they will be keeping a nursery waiting list).*
- There is no right of appeal against the refusal of a place due to that nursery class being full. Parents/carers may wish to consider other Knowsley school nursery classes with a place available.
- Any offer of a place may be subject to parents/carers providing proof documents to confirm information stated on the application form and used in the allocation of places. Places obtained on the basis of false information may be withdrawn.
- If application information changes, parents/carers must inform the school without delay to avoid the application being considered incorrectly.

Admission policy for nursery classes in Knowsley community schools

(Please note: some academies have also adopted this oversubscription criteria).

If there are more applicants than the number of nursery places available in a particular school, then the nursery class is deemed to be oversubscribed.

The following criteria will be applied to all applicants at the appropriate time to decide how places will be allocated:

1. Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note a)
2. Children aged 4 with an older sibling expected to be attending that nursery class or primary school at the time of the younger child's admission. (See notes b and c)
3. Other children aged 4. (See note b)
4. Children aged 3 with an older sibling expected to be attending that nursery class or primary school at the time of the younger child's admission. (See notes b and c)
5. Other children aged 3. (See note b)

Notes

- a. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Adoption as under the Adoption and Children's Act 2002 (section 46). Child arrangement orders as defined in the Children and Families Act 2014 (section 12). Special Guardianship Order as defined in the Children Act 1989 (section 14A). Parents/carers who wish to have their child considered as a looked after or previously looked after child need to provide documentary evidence of this status to the Local Authority at the point of application.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers who wish to have their child considered as being in state care outside of England prior to adoption need to provide documentary evidence of this status to the Local Authority **at the point of application**.

- b. "Children aged 4" is defined as children who will have reached the age of 4 by 31st August at the end of the school year for which they are applying for a nursery place (i.e. they are in the year previous to admission to reception class).
"Children aged 3" is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place (i.e. they are 2 years previous to admission to reception class).
- c. The sibling must be on the school roll at the time of application/allocation and expected to still be on roll at the time of admission. "Sibling" includes half and step brothers and sisters as well as fostered and adopted children who are considered as being part of the same family unit on the basis of a care or residency arrangement. In all cases, the "sibling" must be considered as being resident at the same address on a full-time basis or for the majority of the school week (the admission authority reserves the right to request evidence to confirm residency).

Tie-break

Where there are more children in any one criterion than places remaining, the following tie-break will be used:

Home to school distance, with the child living closest to the school having priority. The home to school measurement is a radial straight-line measurement using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the application address and the school. The measurement is from the unique address nodal point of the applicant address to the unique address nodal point of the school and is in miles to three decimal places.

In rare cases where the geographic tie-break does not assist because more than one applicant lives at the same distance e.g. in a block of flats or the same distance in a different radial direction from school, random selection will be used to determine the allocation of places.

Where a pupil has an Education Health and Care Plan that names a particular school as provision, the child must normally be admitted and will have priority over all other applicants and available places will be reduced accordingly.

Applicants who have a disability will be considered no less favourably than other candidates in the allocation of places. Schools may make reasonable adjustments to ensure that pupils are not at a substantial disadvantage.

NOTE: *An application can only be considered from one single address. This is the address where the child lives. It may be necessary for the admission authority to carry out checks to confirm addresses are genuine; applicants may be requested to produce documentary evidence of the application address, such as Council Tax, utility bills or other personally addressed formal correspondence / identification documents.*

The address of another relative, friend, childminder or a non-residential business address will not be accepted.

In case of query, please contact the individual primary/infant school or:

**Knowsley School Admissions, Education Improvement Team
Nutgrove Villa, Westmorland Road, Huyton, Knowsley, L36 6GA
Tel: (0151) 443 5143 / 5142
Email: schooladmissions@knowsley.gov.uk**

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