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ADMISSION POLICY 2018/2019

(for Reception Year to Year 6)

INTRODUCTION

Gateway Academy (“the Academy”) is a primary academy offering educational provision from Reception Year to Year 6. The Academy also has an on-site nursery called Gateway Nursery (“the Nursery”) offering one year of nursery education to children before Reception Year.

The Governing Body is the “Admission Authority” for the Academy, and is responsible for developing and formally determining the Academy’s admission arrangements each year in accordance with the School Admissions Code 2014 (“the Code”) and other relevant legislation. Admission in the normal admission round (i.e. admission to Reception Year in September) is coordinated by the local authority, namely City of Westminster Council, as required by the Code.

EQUALITY AND INCLUSION

The Academy is fully inclusive and admits children of all abilities and needs. The Academy fully complies with its responsibilities under the Equality Act 2010, which have been kept in mind during the development and implementation of this Admission Policy.

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

There are separate statutory procedures in place which govern the admission of children with special educational needs for whom an education health and care plan (“EHC plan”) has been issued by their local authority. Accordingly, there is no need for the parents of these children to apply for admission to the Academy under this Admission Policy.

Where a child has an EHC plan names which names the Academy as the provider, the child will be admitted to the applicable year group at the Academy regardless of whether this will result in the published admission number (“PAN”) for that year group, or the statutory maximum infant class size, being exceeded. Where admission is to Reception Year in September (i.e. in the normal admission round), the number of places available within the PAN will be reduced.

CHILDREN WHO ATTEND GATEWAY NURSERY

The Academy has an on-site nursery called Gateway Nursery (“the Nursery”). Children who attend the Nursery will not automatically transfer to Reception Year at the Academy when they have completed

their nursery placement. An application for admission to Reception Year must be made in the normal way and at the normal time (except in the case of children with an EHC plan, as outlined above).

Children who attend the Nursery who are eligible for Early Years Pupil Premium, Pupil Premium or Service Premium are, however, given some priority over other children for admission to Reception Year at the Academy, as set out in the oversubscription criteria below.

AGE ON ADMISSION TO RECEPTION YEAR

All children are entitled to a full-time place in Reception Year from the September following their fourth birthday. Children do not, however, reach compulsory school age until the first of three prescribed dates following their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August.

DEFERRED ENTRY AND ATTENDANCE PART-TIME

Parents who have achieved a place for their child in Reception Year have the option to defer their child's start date until they have reached compulsory school age (i.e. on one of the prescribed dates set out above) and still retain their child's place in Reception Year. However, the start date for children who will not reach compulsory school age until 31 August (i.e. children born between 1 April and 31 August, who are known as "summer born children") cannot be deferred later than the first day of the last term (which is usually when the school reopens after Easter in March or April) without the place achieved being lost and offered to another child.

Parents may also decide that their child will attend school part-time until they reach compulsory school age (i.e. on one of the prescribed dates set out above). This right can be exercised for the entire school year in the case of summer born children and, where applicable, can be combined with the right to defer the child's start date as outlined above.

By way of example, a child born in November could start school part-time on either 1 September and then full-time from 1 January, and a child born in February could start school part-time from either 1 September or 1 January and then full-time from 1 April.

DELAYED ENTRY FOR SUMMER BORN CHILDREN

Parents of children born between 1 April and 31 August (known as "summer born" children) have the following options:

- To start school full-time from 1 September in the usual way; or
- To retain the place achieved for their child and exercise one or both of the options set out above (i.e. defer their child's start date and/or decide that their child will attend part-time);

or;

- To lose the place achieved and delay (rather than defer) their child starting school until they reach compulsory school age on 31 August (i.e. decide their child will start school one year later than usual).

Parents who decide that their child will start school one year later than usual will need to consider whether they would then prefer their child to be admitted to Year 1 with their usual age group (which

will depend on whether there is a place available in that year, as no place will be have been reserved for the child) or be admitted to Reception Year one year below their normal age group. The second of these options will require the parent to submit a separate Application for Admission Outside Normal Age Group to the Governing Body of the Academy. Further details as to how to apply are set out below, including when the application should be made.

APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP

All parents have a right to apply for their child to be admitted to a year group above or below their normal child's normal group, however it is at the discretion of the Governing Body of the Academy to decide whether or not to agree the application. Parents do not have an absolute right for their child to be educated outside their normal age group.

A separate application form (called an Application for Admission Outside Normal Age Group) must be submitted to the Governing Body of the Academy, not the local authority, and will be considered independently of any application for admission. This form is available for download via the Academy's website or in hard copy from the Academy's main office.

The completed form and any supporting documentation will then be considered by the Governing Body, which must decide whether to agree or refuse the application. The Governing Body will make their decision on the basis of the circumstances in each case and in the best interests of the child concerned. The factors the Governing Body will consider include:

- The parent's views;
- The Headteacher's views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of their medical professionals;
- Whether the child has previously been educated (or attended a nursery) outside their normal age group;
- Whether the child may naturally have fallen into a lower age group if not for being born prematurely.

Where the application is refused, the Governing Body will write to the parents confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a decision not to allow a child to be admitted outside their normal age group, however parents may submit a complaint under the Academy's Complaints Policy if they believe that the Governing Body did not act deal with the application properly.

Where the application is agreed in principle, the Governing Body will write to the parents confirming the agreement in principle. Parents should note that an agreement in principle is not an offer of a place in the desired year group – it is simply an indication that the Governing Body will accept an application for admission to another year group which must then be considered with all other applications received for that year group at the appropriate time, applying the published oversubscription criteria as necessary. A separate application for admission must still be made in the usual way and at the usual time, which should be accompanied by the letter confirming the Governing Body's agreement in principle to admission outside normal age group.

This therefore means that, even where the Governing Body has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved. This is particularly relevant in the case of summer born children for which a place in

Reception Year is sought one year later than usual, as they could be left without a place in Reception Year at the Academy, and their parents would then have to decide whether to make an application for admission outside normal age group to other schools, or seek a place in Year 1 at the Academy if such a place is available.

PLANNED ADMISSION NUMBER

The planned admission number (“PAN”) for Reception Year is 90 pupils.

OVERSUBSCRIPTION CRITERIA

Where the Academy receives more applications than there are places available, places will be allocated in the following order of priority:

1) Looked After and Previously Looked After Children

Looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority.

A “looked after child” is one who is in care of the local authority or being provided with accommodation by the local authority in the exercise of their social services functions.

A “previously looked after child” is a child who was in the care of the local authority as defined above, but ceased to be so because they were adopted or made subject to a child arrangement or special guardianship order

Applications in this category must be accompanied by an original or certified copy signed letter on local authority headed notepaper from the child’s current or former social worker confirming the status of the child, clearly stating their full name, date of birth and main home address, by the application deadline. Failure to do so will result in the child being placed into the next category that applies.

2) Children of Gateway Academy’s Staff

Children who live and sleep for more than 50% of their time from Monday to Friday during term time with a parent who has been employed by Gateway Academy (either at the Nursery or the Academy) for at least two years at the application deadline, or who were recruited to fill a vacant position for which there was a demonstrable skill shortage, will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority.

To be included in this category, the parent employed by the Academy should complete the common application form (“CAF”) and must also complete and submit a signed Supplementary Information Form (available for download via the Academy’s website or in hard copy from the Academy’s main office) on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

3) Children with a Sibling at Gateway Academy

Children who will have a sibling at Gateway Academy at the date of their admission will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority. For the avoidance of doubt, this will not include a sibling who will have transferred to Year 7 at secondary school by the date of the applicant child's admission to the Academy, or a sibling at the Nursery unless a place has been accepted for them in Reception Year at the Academy.

A "sibling" will include a full brother or sister, a half brother or sister, an adopted brother or sister, a looked after foster brother or sister, a step brother or sister or a child of the applicant child's parent's partner with whom they have been cohabiting for at least one year at the application deadline, provided that in all cases the applicant child and the sibling are being brought up as part of the same core family unit as siblings, and the sibling's home address is the same home address as the applicant child, as defined by this policy. For the avoidance of doubt, the children of other family members or friends living at the same address as the applicant child will not be a "sibling" for the purpose of this Admission Policy.

To be included in this category, the parent must confirm the sibling's details in the Common Application Form ("CAF") and complete and submit a signed Supplementary Information Form (available for download via the Academy's website or in hard copy from the Academy's main office) on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

4) Eligible Children who attend Gateway Nursery ("the Nursery")

Children who attend Gateway Nursery ("the Nursery") at the application deadline and are eligible for Early Years Pupil Premium ("EYPP"), Pupil Premium ("PP") or Service Premium ("SP") will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority.

Eligibility criteria for EYPP, PP and SP are published online by the government, and are varied from time to time. For the avoidance of doubt, the reference to "eligible" under this category means eligible according to the eligibility criteria in force and published by the government at the application deadline.

To be included in this category, the parent must confirm the name of the Nursery in the Common Application Form ("CAF") complete and submit a signed Supplementary Information Form (available for download via the Academy's website or in hard copy from the Academy's main office) on or before the application deadline. Where there is no eligibility for EYPP but there will be for PP or SP, the Supplementary Information Form must be accompanied by documentary evidence supporting eligibility. Failure to do so will result in the child being placed into the next category that applies.

5) All Other Children

All other children will be allocated places in this category by reference to the distance the child lives from the academy, with those living nearest receiving higher priority.

CHILD'S HOME ADDRESS

The child's home address will be the address at which they live and sleep for more than 50% of their

time from Monday to Friday during term time at the application deadline. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the child is registered with their G.P. and dentist.

Documentary evidence to confirm the child's home address must be provided, if requested, in the event that it is not clear whether the stated home address is the child's home address as defined by this Admission Policy. Parents may be asked to provide full details of the times that the child has spent at the stated home address over the three month period immediately preceding the application deadline.

Children who live with a parent who is a member of the UK Armed Forces with a confirmed posting within a reasonable distance of the Academy, or a Crown servant returning from overseas to live within a reasonable distance of the Academy, will be treated as already living there at the application deadline if an official letter confirming the relocation date and a unit postal address or quartering address for the family is submitted to the academy on or before the application deadline.

DISTANCE MEASURING

The distance between the child's home address and the Academy will be measured in a straight line (i.e. as the crow flies) from the child's home address as determined by Ordnance Survey data to the nearest entrance at the Academy for pupils, using City of Westminster Council's computerised measuring software.

Where children live in an apartment in a same block, the distance will be calculated from one point in the block for all apartments, irrespective of where the child's own apartment is within the block, or what floor it is on.

TIE BREAKER

Where two or more applications cannot otherwise be separated because the children live an equal distance from the Academy, the order in which places will be allocated will be determined by the drawing of lots (i.e. a random lottery) in front of an independent witness (i.e. a person unconnected with either the Academy, the Nursery or the local authority).

STATUTORY MAXIMUM INFANT CLASS SIZE

The law states that the maximum class size in Reception Year, Year 1 and Year 2 is thirty pupils per teacher. When calculating how many children are in a class in one of those three year groups, certain categories of pupils (called "excepted pupils") are not included. Paragraph 2.15 of the Code (accessible via the Department for Education's website) sets out these categories.

TWINS AND CHILDREN OF A HIGHER MULTIPLE BIRTH

Where a child who is a twin or child of a higher multiple birth achieves a place at the Academy in the normal way, but their twin or sibling(s) of a higher multiple birth do not, these children will be "excepted pupils" (as set out above) and will not count towards the statutory maximum infant class size.

In these cases, the twin or sibling(s) of a multiple birth will be offered a place at the Academy even where this will result in the PAN being exceeded.

APPLICATION PROCEDURE

Applications for admission must be made by completing and submitting the Common Application Form (“CAF”), which is available from the child’s home local authority and will be accessible via their website or in hard copy from their Admissions Team.

For children living within the local authority area of the academy (City of Westminster Council), further information is available on their website (accessible [here](#)) or by contacting the Tri-Borough School Admissions Team at:

Kensington Town Hall
Hornton Street
LONDON
W8 7NX

Telephone Number: 0207-745-6433

Email Address: schooladmissions@westminster.gov.uk

SUPPLEMENTARY INFORMATION FORM

In addition to submitting a Common Application Form (“CAFS”), parents of children falling into categories two, three or four must also submit a completed and signed Supplementary Information Form (available for download via the Academy’s website or in hard copy from the Academy’s main office) on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

APPLICATION DEADLINE

The closing date for applications for admission to Reception Year in the normal admission round in September 2018 is **15 January 2018**.

NATIONAL OFFER DAY

The outcome of applications will be notified to parents on or about **16 April 2018**.

LATE APPLICATIONS

Applications received after the application deadline will be accepted, but will not be considered until after National Offer Day, when the outcome of applications in the normal admission round is notified to parents. This means that parents making late applications are likely to have a substantially reduced chance of achieving a place for their child.

WAITING LIST

The Academy will maintain a waiting list for Reception Year until 31 December in the year of admission (i.e. for the first term).

The names of children who have not achieved an offer of a place will be ranked on the waiting list in accordance with the oversubscription criteria, not in accordance with the date that the application for

admission was received. This means that a child's name may go down as well as up the waiting list as further applications for admission are received for children who fall into a higher priority category.

Where parents have accepted a place at another school and do not want their child's name to be included on the waiting list, they should inform the Academy of this as soon as possible after refusing the place.

STATUTORY RIGHT OF APPEAL

All parents have a statutory right of appeal to an Independent Admissions Appeal Panel in the event that they are refused a place for their child at a school. Further details (including the deadline by which applications must be submitted and the method by which an appeal must be lodged) will be published on the Academy's website by 28 February before National Offer Day, as well as being confirmed in the letter notifying the refusal.

Admission appeals are dealt with in accordance with the School Admission Appeals Code 2012 (accessible [here](#)).

There is no statutory right of appeal against a decision by the Governing Body of the Academy to refuse an Application for Admission Outside Normal Age Group, however parents may submit a complaint under the Academy's Complaints Policy if they believe that the Governing Body did not deal with the application properly.

IN-YEAR ADMISSION AND ADMISSION TO OTHER YEAR GROUPS

Parents who want to apply for their child to be admitted outside the normal admission round must complete a Primary In-Year Admission Common Application Form (available for download via the Academy's website or in hard copy from the Academy's main office) and submit it to the Academy, not the local authority, with a Supplementary Information Form and/or any other supporting documentation, as set out above.

Where a place is available in the year group sought, or the child is an "excepted pupil" as defined in paragraph 2.15 of the Code (accessible [here](#)), the child will be admitted. In all other cases, the oversubscription criteria will be applied, and parents will have a statutory right of appeal if the application for a place is refused.

This policy was reviewed and formally determined by the Governing Body on 2 February 2017.



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ADMISSION POLICY 2018/2019

(for Gateway Nursery)

INTRODUCTION

At Gateway Academy we recognise the importance of nursery education and how significant a good start at nursery can be for early language development and future success. Unlike many other nursery settings we have committed to employing 2 qualified teachers and a number of qualified teaching assistants.

We would like to be able to offer fulltime places in our nursery to all our families. Unfortunately, the current national funding arrangements make it impossible for us to offer free fulltime nursery provision to everyone.

All 3 year old children are entitled to 15 hours free nursery education a week. Some children are entitled to 30 hours a week if they have working parents. We are committed to ensuring that all our children who have this entitlement can come to our nursery.

Those parents who are only entitled to 15 hours free nursery education a week, and who would like to increase this to 30 hours, can apply to buy an additional 15 hours a week. The availability of these additional hours will depend on places remaining unfilled once all the free places have been allocated. The funds this generates enable us to offer the same high standards in our nursery as we do throughout the Academy.

GATEWAY NURSERY

Gateway Nursery ("the Nursery") is a nursery run by Gateway Academy ("the Academy") on its school site. A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available. Nursery education will be completed in the July before a child continues their education in a Reception Year at a primary school.

The Nursery is separate to the Academy with its own Admission Policy. We encourage all children who attend Gateway Nursery to apply for a Reception place at the Academy, however children do not automatically transfer - a separate application for admission to Reception Year must be made in the usual way and at the usual time, in accordance with the Academy's own Admission Policy. Children who attend the Nursery and are eligible for Early Years Pupil Premium, Pupil Premium or Service Premium are, however, given priority in the Academy's own Admission Policy.

The Governing Body of the Academy is responsible for developing and implementing the Admission Policy for the Nursery, and has chosen to do so with regard to the main principles of the School Admissions Code 2014 which governs admission to primary and secondary schools.

EQUALITY AND INCLUSION

The Nursery is fully inclusive and admits children of all abilities and needs. The Nursery is compliant and familiar with its responsibilities under the Equality Act 2010, which have been kept in mind during the development and implementation of this Admission Policy.

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

There are separate statutory procedures in place which govern the admission of children with special educational needs for whom an education health and care plan (“EHC plan”) has been issued by the local authority. Accordingly, there is no need for the parents of these children to apply for admission to the Nursery under this Admission Policy.

Where a child has an EHC plan which names the Nursery as the provider, the child will be admitted to the Nursery,

ELIGIBILITY CRITERIA

All three year olds can take up a place of 15 hours per week of the Free Early Education Entitlement, term time only, in the Nursery. Also, some three year olds, may be entitled to 30 hours free education if they have working parents.

Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Children become eligible for free early years provision as follows:

A child born in the period:	Will become eligible for a free place:
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school Term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school Term)

CHARGING FOR ADDITIONAL HOURS

Additional hours are sessions in the Nursery over and above each child's Free Entitlement of 15 hours per week

Parents whose children already qualify for 15 hours Free Entitlement can apply for an additional 15 hours per week, to facilitate a full-time place (term time only). This may occur only where a place is available, and where the Academy can accommodate additional fulltime children.

The fee charged will be set by the Governing Body at the hourly rate paid to the Academy by the LA, for the 15 hours Free Entitlement. This will ensure the Academy can maintain services whether the places are Free Entitlement or fee paid places. The Academy will maintain its commitment to provide as many Free Entitlement places as possible. For more details please see **Gateway Academy's Nursery Charging Policy**.

NUMBER OF NURSERY PLACES AVAILABLE

The majority of Nursery places will be allocated in September after the previous cohort have transferred to Reception.

The Nursery places are made up of:

- Full time places for children who qualify for 30 hours government funding
- Part-time places 2.5 days Monday to Wednesday morning
- Part-time places 2.5 days Wednesday afternoon to Friday
- Part-time places 5 mornings a week
- Part-time places 5 afternoons a week

Specific numbers for each type of place will be decided, depending on demand, and will be at the Governing Body's discretion.

When completing the Nursery Application Form, parents must confirm their preference, with an order of preference if more than one is chosen.

Parents are encouraged to choose a number of preferences. Parents should note that only requesting one type of place will not increase their chance of achieving a place for their child. Parents should only express a preference for a type of place if they would accept an offer of that type of place, as it will not be possible for parents to change the type of place achieved once an offer has been made.

Parents should note that full-time places are conditional upon their child's level of attendance. Where attendance falls unacceptably low without reasonable justification (for example, illness or disability) and does not improve despite notice in writing being given to the child's parents, the Governing Body will reduce the child's placement from full-time to part-time (either mornings only or afternoons only, at the Governing Body's discretion) and offer the remaining part-time place to a child on the waiting list. This is to ensure that places are not left largely vacant when there are children on the waiting list who would benefit from them.

AGE ON ADMISSION TO NURSERY

Children will be admitted to the Nursery in the term following their third birthday. Nursery education will be completed in the July before a child continues their education in a Reception Year at a primary school.

Children will reach the age of four years during their attendance at the Nursery (by the 31st August) and will then be entitled to a full-time place in a Reception Year at a primary school the following September.

For the avoidance of doubt, the number of places at Gateway Nursery is limited and it is the Governing Body's aim for as many children as possible to be able to access nursery education before starting a Reception Year at a primary school. For that reason, it will not be possible for any child to continue to attend the Nursery after the end of the school year in which they turned four years old. This will remain the case even where the child's parents exercised their right to defer or delay their child's entry to a Reception Year, as allowing those children to remain at the Nursery while they are waiting to take up their Reception place would effectively block another younger child from taking up that place at the Nursery.

Parents who achieve an offer of a place at the Nursery in the term following their child's third birthday will not be able to defer their child taking up that place until later that school year. Where the offer of a place has been received and the parent indicates that they do not want their child to start at the Nursery until later in the school year, the place will be offered to another child unless there is reasonable justification for the delay (for example, the child is unable to start due to illness or disability). The reason why the Governing Body has adopted this policy is to ensure that places at the Nursery are not left vacant during the early part of the school year.

SUMMER BORN CHILDREN

Children who were born between 1 April and 31 August are known as "summer born children" do not reach compulsory school age until 31 August. Accordingly, their parents have the right to decide that their summer born child will not start Reception Year at primary school until one year later than they are entitled to a place. Parents who exercise this option do not, however, have an automatic right to their child starting in a Reception Year one year later than usual as, unless they have obtained the agreement of the admission authority¹ for the primary school, their child would only be entitled to a place in Year 1 at that time.

Accordingly, applications for the admission of summer born children to the Nursery one year later than usual (i.e. in the September following their fourth birthday, rather than their third birthday) will only be accepted if the application is accompanied by an original or certified copy of a signed letter on headed notepaper from at least one admission authority confirming their agreement in principle to the child being admitted to a Reception Year one year later than usual.

HOW PLACES WILL BE ALLOCATED

Parents must confirm in the Nursery Application Form whether they are seeking a preference for a:

- Full time place (for children who qualify for 30 hours government funding)
- Part-time place (2.5 days Monday to Wednesday morning)
- Part-time place (2.5 days Wednesday afternoon to Friday)
- Part-time place (5 mornings a week)
- Part-time place (5 afternoons a week)

Preference must be listed in order if choosing more than one option.

In order to ensure the financial viability of each session and the setting as a whole, after the application deadline has been reached the Governing Body will allocate places as follows.

¹ The "admission authority for a community or voluntary controlled school is the local authority, whereas for a foundation or voluntary aided school, or an academy or free school, it is their Governing Body.

Full time places will be allocated first:

1. **Full time places, for children who qualify for 30 hours government funding** will be allocated according to preference and where there are more preferences than places available by the following oversubscription criteria:

- 1.1. Children who qualify for 30-hours' government funding

- 1.2. Looked After and Previously Looked After Children - Looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the Nursery, with those living nearest receiving higher priority.

A "looked after child" is one who is in care of the local authority or being provided with accommodation by the local authority in the exercise of their social services functions.

A "previously looked after child" is a child who was in the care of the local authority as defined above, but ceased to be so because they were adopted or made subject to a child arrangement or special guardianship order.

Applications in this category must be accompanied by an original or certified copy signed letter on local authority headed notepaper from the child's social worker confirming the status of the child, clearly stating their full name, date of birth and main home address on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

- 1.3. Children of Gateway Academy's Staff - Children who live and sleep for more than 50% of their time from Monday to Friday during term time with a parent who has been employed by Gateway Academy (either at the Nursery or the Academy) for at least two years at the application deadline, or who were recruited to fill a vacant position for which there was a demonstrable skill shortage, will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority.

To be included in this category, the employed parent must complete the Nursery Application Form, ensuring that the relevant section has been completed, on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies

- 1.4. Children with a Sibling at Gateway Academy - Children who will have a sibling at Gateway Academy at the date of their admission will be allocated places in this category by reference to the distance the child lives from the Academy, with those living nearest receiving higher priority. For the avoidance of doubt, this will not include a sibling who will have transferred to Year 7 at secondary school by the date of the applicant child's admission to the Academy, or a sibling at the Nursery unless a place has been accepted for them in Reception Year at the Academy.

A "sibling" will include a full brother or sister, a half brother or sister, an adopted brother or sister, a looked after foster brother or sister, a step brother or sister or a child of the applicant child's parent's partner with whom they have been cohabiting for at least one year at the application deadline, provided that in all cases the applicant child and the sibling are being brought up as part of the same core family unit, and the sibling's home address is the same home address as the applicant child as defined by this policy. For the avoidance of doubt, the children of other family members or friends living at the same address as the applicant child will not be a

“sibling” for the purpose of this Admission Policy.

To be included in this category, parents must ensure that they have completed the relevant section of the Nursery Application Form on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

1.5. Children who qualify for Early Years Pupil Premium²

1.6. All other children

Within a category the distance from home to nursery will be the tie-breaker. In cases of equal distance within a category, places will be determined by the drawing of lots.

2. **Part time places** will then collated into the order of priority set out below without reference to the types of place indicated by the parents as a preference. The Governing Body will then commence the allocation of places by starting at the top of the list and moving down in line with the order of priority.

As each application is reached, the type of place that the child will be allocated (and subsequently offered) will be the type of place ranked highest by the parents in the Nursery Application Form. If there are no more places of that type, the second highest ranked preference will be allocated, and then the third.

Where a parent has only chosen one or two types of preference in the Nursery Application Form and there are no more places of those types when the application is reached, the application will be refused and the Governing Body will then move to the next application on the list. Parents will not be offered a place of a type that they have not expressed a preference for.

2.1. Looked After and Previously Looked After Children

Looked after and previously looked after children will be allocated places in this category by reference to the distance the child lives from the Nursery, with those living nearest receiving higher priority.

A “looked after child” is one who is in care of the local authority or being provided with accommodation by the local authority in the exercise of their social services functions.

A “previously looked after child” is a child who was in the care of the local authority as defined

² 3- and 4-year-olds in state-funded early education are eligible for EYPP funding if they meet at least 1 of the following criteria: their family gets 1 of the following:

- 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 they’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
 - an adoption
 - a special guardianship order
 - a child arrangement order

Applications in this category must be accompanied by evidence that supports one of these criteria and will be subject to checking by the Local Authority.

above, but ceased to be so because they were adopted or made subject to a child arrangement or special guardianship order.

Applications in this category must be accompanied by an original or certified copy signed letter on local authority headed notepaper from the child's social worker confirming the status of the child, clearly stating their full name, date of birth and main home address on or before the application deadline. Failure to do so will result in the child being placed into the next category that applies.

2.2. Children of Gateway Academy's Staff

2.3. Children with a Sibling at Gateway Academy

2.4. Children who qualify for Early Years Pupil Premium

2.5. All other children

Within a category the distance from home to nursery will be the tie-breaker. In cases of equal distance within a category, places will be determined by the drawing of lots.

CHILD'S HOME ADDRESS

The child's home address will be the address at which they live and sleep for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which Child Benefit is claimed or, if ineligible, the address at which the child is registered with their G.P. and dentist.

Documentary evidence to confirm the child's home address must be provided, if requested, in the event that it is not clear whether the stated home address is the child's home address as defined by this Admission Policy. Parents may be asked to provide full details of the times that the child has spent at the stated home address over the three-month period immediately preceding the application deadline.

Children who live with a parent who is a member of the UK Armed Forces with a confirmed posting within a reasonable distance of the Nursery, or a Crown servant returning from overseas to live within a reasonable distance of the Nursery, will be treated as already living there at the application deadline if an official letter confirming the relocation date and a unit postal address or quartering address for the family is submitted to the academy on or before the application deadline.

DISTANCE MEASURING

The distance between the child's home address and the Nursery will be measured in a straight line (i.e. as the crow flies) from the child's home address as determined by Ordnance Survey data to the nearest entrance at the Nursery for children, using City of Westminster Council's computerised measuring software.

Where children live in an apartment in a same block, the distance will be calculated from one point in the block for all apartments, irrespective of where the child's own apartment is within the block, or what floor it is on.

TIE BREAKER

Where two or more applications cannot otherwise be separated because the children live an equal distance from the Nursery, the order in which places will be allocated will be determined by the drawing of lots (i.e. a random lottery) in front of an independent witness (i.e. a person unconnected with either the Academy, the Nursery or the local authority).

TWINS AND CHILDREN OF A HIGHER MULTIPLE BIRTH

Where a child who is a twin or child of a higher multiple birth achieves an offer of a place in the normal way, but their twin or sibling(s) of a higher multiple birth do not, it will not be possible for the other twin or sibling(s) of a higher multiple birth to be offered a place, due to strict staff-to-child ratios.

APPLICATION PROCEDURE

Applications for a nursery place must be made by completing a Nursery Application Form (available for download from the Academy's website or from Academy's main office) and submitting it to the Academy (not the Nursery), with supporting documentation, where applicable.

APPLICATION DEADLINE

The closing date for applications is **20 April 2018**. This date has been set approximately two weeks after National Offer Day for Reception Year to give parents sufficient time to accept an offer of a place in Reception Year at Gateway Academy for an older sibling.

NOTIFICATION DATE FOR OUTCOME OF APPLICATIONS

Letters notifying the outcome of applications will be sent to parents on or before **25 May 2018**.

LATE APPLICATIONS

Applications received after the application deadline will be accepted, but will not be considered until after the notification date for the outcome of applications stated above. This means that parents making late applications are likely to have a substantially reduced chance of achieving a place for their child.

WAITING LIST

A waiting list for the Nursery will be maintained throughout the school year into which admission was sought. The names of children who have not achieved an offer of a place will be ranked on the waiting list in accordance with the order of priority, not in accordance with the date that the application for admission was received. This means that a child's name may go down as well as up the waiting list as further applications for admission are received for children with higher priority.

When a place becomes available, it will be offered to the first child's name on the list whose parent expressed a preference for that type of place. Where parents want to change their place preferences while their child's name is on the waiting list, they should inform the Academy of their new choices in writing as soon as possible, as parents will not be contacted if a place becomes vacant of a type that they have not expressed a preference for – the place will be offered to the next child on the list whose parents expressed a preference for that type of place.

REFUSAL OF A PLACE

There is no statutory right of appeal against a refusal of a place at the Nursery, however parents may submit a complaint to the Governing Body under the Academy's Complaints Policy if they believe that the Governing Body did not deal with the application properly.

IN-YEAR APPLICATIONS

There is nothing to prevent parents from making an application for a place at the Nursery in-year, however parents should be aware that places which become available in-year will be offered to children on the waiting list who are ranked in the order of priority set out above. This means that the likely outcome of applications made in-year is that the child's name will be placed on the waiting list, ranked in that order of priority.

NURSERY OPEN DAYS

A Parent and Child Welcome Play Session will take place in June or July before children are formally admitted in September.

In relation to children admitted in-year, a visit will be arranged with parents and children before they are formally admitted.

PARENT MEETINGS

Parents will be invited to meet with the Nursery staff in June or July before children are formally admitted in September. The purpose of this meeting is for parents to share information about their children and their experience, to enable staff to make any arrangements necessary for their child to settle in as smoothly as possible. The Nursery will close to other children on the day that these meetings take place.

INDUCTION

The Academy reserves the right to negotiate induction arrangements with parents/carers where this is felt to be appropriate to the particular needs of the child concerned.

This policy was last reviewed and formally determined by the Governing Body on **15 March 2018**.