



Cotton End Forest School Nursery

Admissions 2024

The Governing Body will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' (see definitions)
2. Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Means tested Funded 2 Year olds
4. Pupils living in the catchment area with siblings at the school at the time of application (see definition of sibling) either in the main school or currently in the nursery
5. Other pupils living in the catchment area
6. 'Very exceptional' medical grounds (see definition)
7. Other siblings (see definition)
8. Any other children

There are **30** places a session available in the nursery class for 3 year olds. Children can start at our nursery in the September after their third birthday i.e. in the school year before they are due to start Reception.

There are **8** spaces available for 2 year olds. Children will be considered for admission the term after their second birthday. Any such offers will be considered dependent upon availability.

There will be one entry point into nursery for 3 year olds in the September.

Sessions Available

Parents may choose one of the following options for 3 year olds:

- morning sessions Monday - Friday 9.00am-12 (using 15 hour funding)
- afternoon sessions Monday - Friday 12.30 pm - 3.30pm (using 15 hour funding)
- 5 full day sessions (using 30 hour funding) and paying for additional 2.5 hours
- 5 full day sessions (using 15 hour funding and paying the additional 17.5 hours)

Parents may choose one of the following options for 2 year olds:

- morning sessions Monday - Friday 9.00am-12 (using 15 hour funding) or pay for sessions
- afternoon sessions Monday - Friday 12.30 pm - 3.30pm (using 15 hour funding) or pay for sessions

Definitions

'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'a special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or guardians).

Funded 2 Year old

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority

- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. **The sibling must be in the school at the time of application.**

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governing Body reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.