



ADMISSION ARRANGEMENTS FOR MAINTAINED COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SCHOOLS 2023-24

Policy

Applications for all maintained nursery school places including those in the Voluntary Aided sector are co-ordinated by the Local Authority. Although there is no requirement under the School Admissions Code for the Local Authority to co-ordinate nursery admissions, all schools with maintained nurseries in St.Helens have agreed that the Local Authority should do this on their behalf.

The Governing Bodies of Voluntary Aided schools and the Academy Trust for Academy Schools are the admission authorities for their schools and, therefore, determine their own oversubscription criteria. Details are available from the school.

Making an application

In June 2022, the Local Authority will open the online application system to enable parents to apply for a maintained nursery for the Academic Year 2023-24. Paper applications will also be available for parents who do not wish to apply online. Parents will be invited to name up to three maintained St Helens nurseries on the form.

Applications will be considered on a termly basis after the closing dates detailed in the table below. Children will normally turn age 3 before the start of the term for which the application is made.

Child's Age	Term of Admission	Closing Dates	Decision letters sent to parents
3 on or before 31 August 2023	Autumn 2023	22 July 2022	23 September 2022
3 on or before 31 December 2023	Spring 2024	21 July 2023	22 September 2023
3 on or before 31 March 2024	Summer 2024	21 July 2023	22 September 2023

Children who meet the criteria for a priority nursery placement (see part 2 of application form under 'Priority Nursery Placements Procedure) will be prioritised in the nursery allocation process for the term following their third birthday - where there are available places and it is the most suitable nursery that meets the child's educational needs.

All parents are entitled to 15 hrs free nursery provision from the term following the child's third birthday.

Normally, maintained school nurseries offer the universal 15 free hours in either five morning or five afternoon sessions. Schools will seek to accommodate parents' preferences but this may not always be possible and cannot be guaranteed.

Places offered through the co-ordinated admissions process will only be for the universal 15 hours Free Childcare. Parents will need to contact schools to discuss the possibility of securing the additional 15 hours free childcare under the extended entitlement for working parents (if eligible) – this will depend on space available in the

relevant maintained nursery. Parents will be permitted to access their extended entitlement at any registered childcare provider in St.Helens.

Each nursery school/unit has a set number of places as detailed in the following table. Parents of rising 3 children who apply for spring or summer term admission should note that places will have already been allocated to children who were age 3 before 1 September and therefore limit the number of places available for the spring and summer term allocations.

Admission Numbers

Community Nursery Units/Schools	Admission Number 2023-24	Community Nursery Units/Schools	Admission Number 2023-24
Allanson Street	60	Merton Bank Primary	26
Ashurst	26	Newton-le-Willows	52
Broad Oak	80	Rainhill	80
Carr Mill	52	Rivington	52
Chapel End	52	Robins Lane	26
Eaves	26	Sherdley	52
Eccleston Mere	52	Sutton Manor	26
Grange Valley	80	Thatto Heath	80
Legh Vale	100	Willow Tree	52
Lyme Community	35		

Voluntary Controlled Nursery Units	Admission Number 2023-24	Community Nurseries in Voluntary Aided Primary Schools	Admission Number 2023-24
Sutton Oak CE Primary	52	Corpus Christi	39
The District CE Primary	78	Rectory C.E.	52
Wargrave CE Primary	80		

Oversubscription Criteria for Community and Voluntary Controlled Nurseries

If more applications are received than the number of places available, the Local Authority will use the following criteria, in order of priority, for deciding how places will be allocated:

- (1) looked after children and children who were previously looked after but then became subject to adoption, a child arrangements order, or special guardianship order.¹ 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.²
- (2) children resident within St Helens who have been identified as a priority nursery applicant under the Local Authority's priority nursery placement procedure.
- (3) children resident in the Borough of St Helens.
- (4) children resident outside the Borough of St Helens.

¹ 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).

² A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Tie Break

In the event of any over-subscription in the number of applications made under any of the categories above the Local Authority will offer places firstly to children aged 3 before the term of admission and whose family home is nearest the school. The measurement shall be done by the Local Authority in a straight line using a Geographical Information System (GIS) based on Local Land and Property Gazetteer (LLPG) data and the National Grid co-ordinates for the family home and the school. Where the tie break does not distinguish between applicants e.g. children living in the same block of flats random allocation will be used. This will be done by drawing lots and supervised by someone independent of the school.

Special Conditions for Twins (etc)

Where the final place in a year group is offered to one of twins (or triplets etc) the Local Authority will not apply the tie break as it will admit the other twin etc too, even if that means going above the admission number. However, it is not possible to do this where the admission would breach the staff to pupil ratio. In that situation, only one place will be offered and the parent has to decide which child will take up the place, if any.

Late Applications

Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents have no guarantee that any application received after the closing date will be included in the initial allocation.

False Information

Any offer of a place is subject to a birth certificate and proof of address being provided. The address, which is given, should be that where the parent and child normally live. Where false information has been provided the Local Authority may withdraw the place that has been offered.

Waiting List

If a parent's application is refused their child's name will be kept on a waiting list until the end of the spring 2024 term. The waiting list will be kept in criteria (not date) order. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

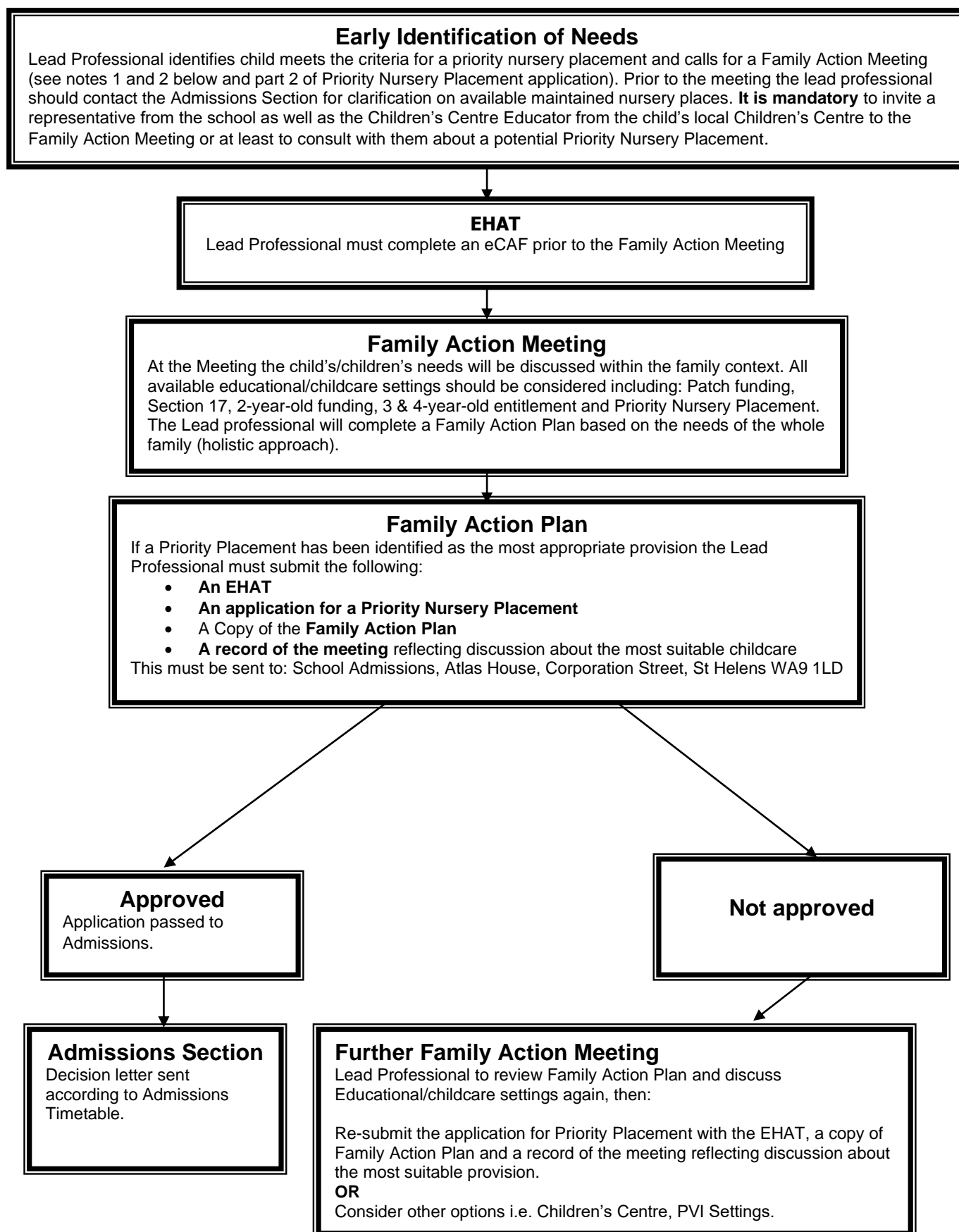
Appeal Procedure

Parents should note that there is no right of appeal if a place at their preferred nursery cannot be allocated. Where a place cannot be offered, the Local Authority will inform parents of other St Helens maintained nursery schools/units with available places.

Transfer to Reception Class

Parents should note that there is no guarantee that a child who has a place in a nursery will automatically secure a place at the Infant/primary School to which the nursery is attached. Parents must apply separately for a reception year place.

Flowchart Summarising the Procedure for a Priority Nursery Placement



In brief, an application for a Priority Nursery Place will normally be made as an outcome of a Family Action Meeting. **If a maintained nursery is being considered the relevant school will be invited to attend the meeting.** If a place in the maintained sector is deemed appropriate then a **Priority Nursery Placement Application Form must be completed together with an EHAT and a record of the Family Action Meeting including the Family Action Plan along with any discussion notes should be attached.**

EHAT No:



ST HELENS
BOROUGH COUNCIL

Application for a Priority Nursery Placement

PART 1

To be completed by parents/carers (after the Family Action Meeting has identified that a Priority Nursery placement in a St Helens Local Authority maintained nursery is the most appropriate for the child).

Your Child's Details	
Surname:	Date of Birth/...../.....
Legal surname at birth if different from above	
First Name(s).....	Gender(please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Address	
Postcode	Daytime telephone number (if any)
Is the child in the care (or previously been in the care)of a Local Authority Yes <input type="checkbox"/> No <input type="checkbox"/>	

NAME OF NURSERY which meets child's <i>educational</i> needs as agreed at Family Action Meeting

PREFERRED SESSION TIME	
Please state whether you would prefer a morning (am) or afternoon (pm) session and if there are any particular reasons for your preference	
am	
pm	
either	

Parent/Carer Signature	
I have noted the information in the current 'Nursery Education: Information for Parents' booklet and declare that the information given on this form is accurate and subject to verification.	
I also understand that the information provided on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and will only be used for the purposes of the provision of education services and education funding. In connection with this purpose, the information may be shared with schools. It may also be processed or shared with any organisation in the interests of preventing fraud, criminal offences and to ensure child health, welfare and protection	
I am the parent or have parental responsibility for the child named Signature (Parent/Carer)	Date

Application for a Priority Nursery Placement

PART 2

To be completed by the Lead Professional. I confirm that a priority placement in a St Helens maintained nursery is the most appropriate for the child as they meet (where indicated) one or more of the following criteria:

Please tick

1	The child has a disability.	
2	The child has been/is Looked After by the Local Authority.	
3	The child is subject to a Children Act 1989 Order.	
4	There is no one exercising Parental Responsibility.	
5	The child has a learning difficulty and may be subject to a statement of special needs.	
6	The child is at risk or physical, sexual or emotional abuse or is neglected.	
7	The child experiences mental health problems.	
8	The child self- harms.	
9	The child is terminally ill or suffers from a significant medical condition.	
10	The child is homeless.	
11	The child is having significantly greater difficulty in learning than the majority of children of the same age.	
12	Previously eligible for a two year old funded nursery place.	

Please note: children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. (DDA and EYFS Card published in 2009.)

PART 3

Recommended term of admission (this must not be before the child's third birthday): _____term

Name of Lead Professional: **Job title**.....

Date :**Contact Details**.....

Telephone No :

To be returned with a copy of the EHAT, the Family Action Plan and a record of the meeting to: **School Admissions, Atlas House, Corporation Street, St Helens WA9 1LD**

PART 4

Lead Professional considering application	Designation:	Outcome of consideration: Y/N	Date:

PART 5

Admissions use only	Professional informed of allocated nursery by:	Date: