



Admissions Policy

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Policy Review Date:	February 2027	Headteacher: Nitash Odedra	<i>N. Odedra</i>
Ratified by Governing Body:			
Chair of Governors: Sue Welford		Insert Signature	<i>Sue Welford</i>

Nursery Admissions

There is one intake at the start of the academic year. We admit children the term after their 3rd birthday. Places are allocated on a first come first served basis. There are 26 places available. Applications can be made at the school office. Depending on spaces available there may be additional intakes in the academic year.

Our nursery is mornings only, Monday – Friday, 9.00-12.00am term time only. This is for 15 funded hours for early education which is available for all children.

- We do not offer 30 hours funding.
- A charge may be made if children are late being collected.
- A list of local providers who are able to offer more flexibility can be obtained from the school office.
- Parents / carers wishing to apply for a place in nursery should collect an application form school office.

Timetable for applying for a place in nursery for the next academic year:

- By **1st March** – application form must be completed and returned to the school
- By **1st April** – parents / carers are notified of the outcome of their application
- Before the end of the summer term those children who have been offered places will be invited into school with their parents / carers for induction visits. Home visits will also be arranged.
- We believe that a staggered start is beneficial in helping *all* children to settle well. This also enables staff to make home visits at the beginning of the autumn term. The expected start date for each child will be sent out after the place has been accepted.
- In order to meet individual needs and ensure a positive start to school for all children, the starting date for an individual child may be delayed at the discretion of the Head teacher.
- The application form is designed to help those applying and to help the school make a fair judgement according to the criteria listed below. Parents / carers may, if they prefer, write their own letter of application.
- If there are too many applications on 1st March, places will be awarded in the following priority order;

Priority 1	Children in the care of a local authority or who were previously in the care of a local authority
Priority 2	Children who are the subject of child protection plans where an alternative school is necessary to avoid the abuser.
Priority 3	Children of parents/carers who are fleeing domestic violence, whose application is verified by a senior social worker or who meet Leicester City Council's procedures for housing reallocation for recognised domestic violence

Priority 4	Children whose home address is in catchment area of the primary school with a sibling at the school, who will still be on roll when the applicant starts school.
Priority 5	Children whose home address is outside the catchment area of the infant or Primary school with a sibling at the school, who will still be on roll when the applicant starts school. By sibling we mean a brother or sister, adopted brother or sister, step brother or sister, or a child of the parent/carer's partner and in every case the child must be living in the same family unit at the same address.
Priority 6	Children whose home address is in the catchment area of the infant or primary school.
Priority 7	Children whose home address is outside of catchment area of the infant or primary school and who have requested a place.

- If after allocating places for priority area children, there are more parents applying through the sibling rule than are places available, the straight line rule will be applied.
- If over-subscribed, a waiting list will be kept and places allocated according to the criteria below as and when places become available.
- Late applications will be dealt with in the order in which they are received.
- If a child is not offered a place or is not given the session requested, there is no right of appeal.
- Please note that attending a school in nursery does not guarantee a full-time place at the school the following year when the child is 4+. Application for a full-time place in reception must be made to the local authority.

Admission to Rushey Mead Primary School Year (Reception – Year 6)

The School admits pupils in accordance with Leicester City Council's Admissions Policy. To apply for a school place or find out more information, please visit www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/

Only Leicester City Council can confirm places to pupils whether the child lives in the priority area for the school or otherwise and regardless of whether the child has attended Nursery at the school.

If the number of requests is greater than the number of places

Places are allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the school before any other allocations are made. These allocations will reduce the number of places available.

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England (see note 1).

Criterion 2: Children who were previously in care outside of England

Criterion 3: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested

Criterion 4: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school who will still be on roll when the applicant starts school

Criterion 5: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school

Criterion 6: Children whose home address is in the catchment area of the infant or primary school

Criterion 7: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application

Criterion 8: Children whose home address is outside the catchment area of the school and who have requested a place.

Tiebreaker: Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the geo-code reference point from the child's home address to the geo-code reference point for the school.

In the event that two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the local authority not involved in the administration of school admissions.

In the case of multiple births, if the final place available at a school is offered to a twin or triplet and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s) at the same school.