

## **Sires Hill Primary Academy Nursery Admissions Arrangements for Entry beginning September 2025**

### **Admission numbers**

- 45 full time equivalent places-  
These places which can be offered as a combination of part and full-time places for 3 and 4-year-olds as a mixture of 15 hour-per week places and 30 hour-per week places, depending on age and eligibility. Up to 10 2-year-old spaces are also available for 15 hours.

### **About us**

Sires Hill Primary Academy is a publicly funded independent school. Nursery classes at the Academy admit children aged between two and four years old. The admission number is 45 full time equivalent places.

- A part-time place consists of 15 hours per week (an offer will be made for either a morning or an afternoon place).
- A full-time place consists of 30 hours per week 8:40 – 11:40 lunch 12:30 – 3:30
- Places are offered for 38 weeks per year
- Sessions run Monday – Friday from 8:40-11:40 (morning sessions) or 12:30 – 3:30 (afternoon sessions).

### **Start dates**

Our main intake is the start of the academic year (September), from which point we aim to reach capacity as quickly as possible for economic reasons. Once full for the academic year, space will only be available should there be a change to an existing place, e.g., a child leaves or once children reach the age that the ratios mean places arise (Spring).

We will admit 2, 3 and 4-year-olds in the Autumn term in the first instance. Offers of places for the Spring and Summer terms will only be made if places are available throughout the year. 2-year-old places will be available for children starting in the Autumn term only and rising threes (children turning 3 before December 31<sup>st</sup>) will be prioritised (see oversubscription criteria).

The Nursery terms are as follows:

Autumn Term: September 1<sup>st</sup> - December 31<sup>st</sup>

Spring Term: January 1<sup>st</sup> - March 31<sup>st</sup>

Summer Term: April 1<sup>st</sup> - August 31<sup>st</sup>

### **Application Process**

Interested parents and carers can apply for a morning or afternoon nursery place through our website's nursery admissions page <https://www.sirehillprimaryacademy.org.uk/nursery/>

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You can email [admin@omnialearningtrust.org](mailto:admin@omnialearningtrust.org) for further help and/or information. All late applications will be considered after those received on time. Closing dates for each term can be found on our website.

Start date	Deadline for Applications
To start in the Autumn Term (September 2025)	March 31 <sup>st</sup> 2025
To start in the Spring Term (January 2026)	September 30 <sup>th</sup> 2025
To start in the Summer Term (April 2026)	January 31 <sup>st</sup> 2026

When a parent/carer contacts SHPA's Nursery enquiring about a place for their child, they are given all the relevant information they require and informed of whether there is currently a place available for their child. If there is not a space in that term available, parents are entitled to reapply for the next term/ following year.

Once the child is registered and a suitable place is available, the Office Manager, will contact the parent/carer concerned to offer a place and confirm details.

Start date	You will find out about places
To start in the Autumn Term (September 2025)	June 1 <sup>st</sup> 2025
To start in the Spring Term (January 2026)	October 1 <sup>st</sup> 2025
To start in the Summer Term (April 2026)	February 1 <sup>st</sup> 2026

### Ratios

The staff to child ratio is 1:8 for children aged 3 and above with a level 3 member of staff and 1:5 or children aged between 2 and 3. For a level 6 member of staff, the ratio for 3 and 4 year olds is 1:13.

### Eligibility for funded places

- a. 15 Hours Childcare Entitlement for 2, 3 and 4 year olds

This funding starts from the term after the child's 2<sup>nd</sup> birthday

- Autumn Term: September 1st-December 31st
- Spring Term: January 1st-March 31st
- Summer Term: April 1st-August 31<sup>st</sup>

- b. 30 Hours Extended Childcare Entitlement for 3 and 4 year olds

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at [www.childcare-support.tax.service.gov.uk/par/app/overview](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

Parents cannot insist on accessing their child's extended entitlement at any particular provision.

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Children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires, the place will revert to a universal 15 hour place unless the parent/carer is prepared and able to pay for the extended hours.

### **Outcome of applications**

Parents will be notified whether a place is available for their child no later than the term before (using the 3 term year set out on page one). All funding eligibility will be checked by the school. Places cannot be offered or may be withdrawn if applications are ineligible for the relevant funding.

### **Consideration of applications**

The Academy will consider all applications for places in its Nursery. Where fewer applications than the number of places available are received, the Academy will offer places to all those who have applied.

### **Procedures where the Nursery is oversubscribed**

If the nursery is under-subscribed, then all applicants aged 3-4 will be offered a place including any unfilled 2-year-old spaces. If there are more applications received than there are places, the following criteria will be used to decide which children can be offered places, in this order of priority after taking account of any children for whom the nursery is named in an EHCP (Education Health and Care Plans) or Statement of Special Needs:

### **Oversubscription Criteria**

- a) Children who are “looked after”<sup>1</sup> (LAC) by a Local Authority (LA) within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children<sup>2</sup> (PLAC) [see footnote below] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)<sup>3</sup> and ceased to be in state care having been adopted [see footnote below]. Evidence of the previously looked after status and/or the adoption will be requested.

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<sup>1</sup> A 'looked after child' is a child who is either (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) at the time of making an application to a school

<sup>2</sup> Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

<sup>3</sup> The 2021 School Admissions Code regards a child as having been in state care outside 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.

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- b) Children eligible for a funded 2-year-old space who will have reached the age of three by the end of the Autumn term (December 31<sup>st</sup>)
- c) Children of staff, priority will next be given to the children of staff who have been recruited to fill a skill-shortage area. Children of members of staff. In accordance with the Admissions Code of Practice, 2014, 1.39, the school defines 'staff' as full or part-time teaching members of staff with a minimum of 2 consecutive years working at the school, or a teacher recruited to fulfil a vacancy with a demonstrable skill shortage.
- d) Places will then be offered to children who have a sibling living at the same address who is attending Sires Hill Primary Academy (Reception or Years 1 to 6) at the time of admission, including an adopted, foster, half- or step- brother or sister. Please note the policy does not apply in cases where the applicant has a sibling in the nursery class. In these situations, applications will be ranked according to criteria e (distance);
- e) The remaining places will be offered to children whose home<sup>4</sup> is nearest to the nursery, as measured by straight line distance using the Geographic Information System. Distances will be measured from the front door of the main school to the front door of the given home address.

### **Tie break Criteria**

Proximity of the child's home, as measured by the straight line distance between the home and the nursery with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria d-e should the need arise

If criteria c, d or e produces an identical result for two or more applicants Sires Hill Primary Academy Nursery will use random allocation by lottery to determine who will be offered a final place.

### **Operation of waiting lists**

Where in any year Sires Hill Primary Academy Nursery receives more applications for Nursery places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The child will remain on the waiting list for one term. Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out above.

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<sup>4</sup> Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the nursery. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the nursery week.

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### **Duration of the Nursery Placement**

Once a child is admitted to the nursery, the child is entitled to remain in a part time place in the nursery class until the term after he/she becomes five\*. However, this may not be the most appropriate place for the child if all his/her peers have taken up their Reception place in a separate class within the school or another primary school.

\*N.B. In the case of a summer born child, parents must either take up the school Reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September as a year one child.

A nursery place should cease no later than the term after the child's fifth birthday, which is when they are of statutory school age.

### **Complaints**

Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Principal of the academy in the first instance and then to the Chair of the Multi Academy Trust Board, as they have the ultimate decision regarding admissions to these schools. The address for correspondence is:

Chair of the Board  
Omnia Learning Trust  
57 Colne Road  
Twickenham  
TW2 6QG

### **Appeals**

There is no statutory right of appeal.

### **Applying for a place in Reception at Sires Hill Primary Academy**

Admission to Sires Hill Primary Academy Nursery does not guarantee admission to the main Academy Primary Phase. Please refer to the separate Admissions Criteria to Sires Hill Primary Academy.

### **Definitions**

#### **“Looked After” children**

A 'looked after child' is a child who is either (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 at the time of making an application to a school.

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### **Previously “Looked After” children**

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in Section 22(1) of the Children Act 1989) to also include 'previously looked after' children.

Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption<sup>5</sup>, residence, or special guardianship order<sup>6</sup>.

A revised School Admissions Code came into force on 19 December 2014 and this states that 'previously looked after' children included those who were adopted under the Adoption Act 1976 (see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders).

In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order<sup>7</sup>.

If applying on behalf of a “previously looked after” child, who was previously in state care in England, the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence 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; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

### **Children who appear to this Admission Authority to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children”) (IAPLAC)**

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<sup>5</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

<sup>6</sup> 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/s.

<sup>7</sup> A 'child arrangements 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 as amended by Section 14 of the Children and Families Act 2014.

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A further revised School Admissions Code was agreed in July 2021 and this comes into force from 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England (in the School Admissions Code 2021 they are referred to as "internationally adopted previously looked after children" (IAPLAC), and ceased to be in state care as a result of being adopted. The Code regards a child as having been in state care outside 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.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. Subject to ministerial approval, the Department for Education plans to publish non-statutory guidance on the admission of IAPLAC. This guidance will aim to assist and support admission authorities in assessing evidence provided by parents. If there is doubt about the acceptability of evidence provided by the parent advice will be sought from the Head of Oxfordshire's Virtual School. This Admissions Authority will take a pragmatic approach to the decision-making process where evidence is lacking.