



Sparkles Admissions Policy

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Policy lead	Tracey Smith
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Doxey Academy
Sparkles Admissions Policy

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Statement of intent

Sparkles aims to provide 2 and 3 year old children with an experience that is affordable, high-quality and geared towards a smooth transition into our Nursery class.

The governing board is the admission authority and is responsible for setting the Sparkles Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.

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1. Eligibility

- 1.1. A child is eligible to start at Sparkles any time from their second birthday. Sparkles offers places for those who are funded and for those wishing to pay.

2. Application timetable

- 2.1. A child is deemed to be of Sparkles preschool -age from their second birthday. Parents may register their interest in a place at Sparkles at the Doxey Primary School main office at any time during the year
- 2.2. Applicants are offered places in line with the Oversubscription Criteria.

3. Additional costs

- 3.1. For those eligible for funded sessions, additional sessions may be purchased if they are required.
- 3.2. There are no additional costs if only funded sessions are required.
- 3.3. All paid sessions must be paid in advance in line with the Terms and Conditions for Sparkle

4. Oversubscription

- 4.1. Children who have an education, health and care (EHC) plan that names the school are admitted before the oversubscription criteria is applied.
- 4.2. The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be appropriately met by the school.
- 4.3. The oversubscription criteria, set out in priority order, are as follows:
 - LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
 - Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
 - Children who will have a sibling attending the nursery or the main school at the time of admission
 - Children of staff who have:
 - Been employed at the school for two or more years at time the application for admission is made.
 - Been recruited to fill a vacant post for which there is a skill shortage.

- Children living within the catchment area for Sparkles . All other children.
- 4.4. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child by their date of birth, with the older child given priority.
 - 4.5. In addition to the above, consideration will also be given to the required start date, staffing ratios and session availability.

5. Reserve list

- 5.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- 5.2. If a place becomes available, the school will contact the parents of the child at the top of the list.
- 5.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 5.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

6. Withdrawing offers

- 6.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
 - Offers made on the basis of fraudulent applications
 - Offers made on the basis of intentionally misleading applications
 - Parents not responding to an offer within two weeks
 - A child is in receipt of more than their entitlement of funding
 - A family registering their child at two maintained settings

7. Refusal of admission

- 7.1. A child is only refused admission if one of the following criteria are met:
 - The nursery has reached its admissions limit
 - The child is not of the appropriate age
- 7.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 7.3. Parents may appeal to the SEND tribunal against the provision named by the authority in the EHC plan.

8. Transition arrangements

- 8.1. Parents are invited to visit the school prior to the transition.
- 8.2. Further visits are arranged according to the child's needs.
- 8.3. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

9. Data protection

- 9.1. When processing and publishing information, the nursery will ensure it meets its responsibilities under the Data Protection Act 2018 and GDPR.
- 9.2. Where personal information is processed, the nursery will ensure it is kept up-to-date and the LA will ensure that the rights of data subjects are reserved at all times.
- 9.3. The nursery will act in compliance with the Data Protection Policy when processing personal data.
- 9.4. Doxey Primary School aims to provide a preschool experience for children that is affordable, high- quality and geared towards a smooth transition into Nursery class.
- 9.5. The governing board is the admission authority and is responsible for setting the school's Sparkles y Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the school.