



## John Locke Academy

### Summary of 2014 Nursery Admissions Policy and Process

#### Responsibility for the Admissions 2014

The Elliot Foundation Academy Trust is responsible for determining the admissions policy and process of John Locke Academy Nursery. It will also be responsible for allocating Nursery places against the criteria until such time that an Academy Admissions Committee is established.

#### Nursery Admission Number

90 places of 15 hours per week statutory provision for children aged 3 years old at September 1<sup>st</sup>, 2014 will be available for September 2014.

Availability of places for entry for children aged 3 years old at January 1<sup>st</sup>, 2015 and April 1<sup>st</sup>, 2015 will depend on the number of spare places within the total capacity of 90 places.

#### Admissions Eligibility for September 2014 entry

Children must be aged at least 3 years old at September 1<sup>st</sup> 2014 for entry in September 2014.

#### Admissions Process for September 2014 entry

1. Parents/carers with children aged 3 years old at September 1<sup>st</sup>, 2014 can apply any time after April 28<sup>th</sup> 2014 using the application form.
2. From April 28<sup>th</sup>, on a weekly basis applications will be processed, assessed and offers made to parents/carers in writing. Parents/carers will be required to accept offers within 14 days of the offer date.
3. This process will continue until a total of 90 places have been offered. Thereafter The Elliot Foundation Academy Trust will maintain a waiting list that ranks each child based on the date of first application. If a place becomes available the Trust will make an offer of a place.
4. The process of maintaining a waiting list and offering places as they become available will continue until October 1<sup>st</sup> 2014.
5. Thereafter applications on the waiting list will be automatically considered as part of the Admissions Process for January 2015 entry.

#### Admissions Process for January 2014 entry.

1. Parents/carers with children aged 3 years old at January 1<sup>st</sup> 2015 will be able to apply between October 1<sup>st</sup> – and October 31<sup>st</sup> 2014
2. All applications received at November 1<sup>st</sup> will be processed and assessed. If there are more applications than available places then priority for admission will be given to those children who meet the criteria set out below.
3. Offers of places will be made in writing and parents/carers will be required to accept offers within 14 days of the offer date.
4. This process will continue until a total of 90 places have been offered and accepted. Thereafter The Elliot Foundation Academy Trust will maintain a waiting list that ranks each child based on the over-subscription criteria. If a place becomes available the Trust will make an offer of a place in



writing.

5. The process of maintaining a waiting list and offering places as they become available will continue until February 28<sup>th</sup> 2015
6. Thereafter applications on the waiting list will be automatically considered as part of the Admissions Process for April 2015 entry.

### **Over-subscription Criteria**

When John Locke Academy Nursery is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the Nursery is named in the Statements, priority for admission will be given to those children who meet the criteria set out below

1. Looked after children and children who were, but ceased to be so because they were adopted (or became subject to an adoption residence, or a special guardianship order).
2. Children who suffer a long-term medical or psychological condition (supported by doctor's/ social worker's statement) which make it necessary for them to attend John Locke Academy Nursery. This must be disclosed at the time of application.
3. Children who have a member of their immediate family with a medical or psychological condition (supported by a doctor's statement) which makes it necessary for the children to attend John Locke Academy Nursery. This must be disclosed at the time of application.
4. Children who have 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 living in the same family unit at the same address and who will still be attending John Locke Academy or Nursery on the date of admission, not the date of application.
5. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school, set by Ordnance Survey, using the LBH computerised measuring system.

### **Verification of address**

The address provided on the application form must be the address the child usually resides at the time of applying. John Locke Academy reserves the right to seek verification of the information given on the application and may withdraw offers of places if incorrect or false information has been given.

Admissions to John Locke Academy

Attendance at the John Locke Academy Nursery will not guarantee your child a place in the Academy. The Primary application process is completely separate and parents/carers will need to make a further application at the appropriate time.

### **Further information**

For further information about John Locke Academy please email [admissions@elliottfoundation.co.uk](mailto:admissions@elliottfoundation.co.uk) or telephone 020 7278 7131.