



**Didcot**  
PRIMARY ACADEMY

## Nursery Admissions Arrangements for Entry in September 2026

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

### **Admission numbers**

- 26 Full Time Equivalent places (these will be split into 15- and 30-hour places depending on applications received)

### **About us**

Didcot Primary Academy is a publicly funded independent school. Nursery classes at the Academy admit children aged between three and four years old. The admission number is 26 full time equivalent places. The nursery can offer full or part time places depending on availability.

- 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 (split into morning and afternoon sessions with the option of paying £8 per day to stay for lunch)
- Places are offered for 38 weeks per year

### **Start dates**

Children can take up a place in the term after their 3rd birthday. Offers of places for the Spring and Summer terms will only be made if places are available throughout the year. 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>

### **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 for 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 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>

- b. 30 Hours Extended Childcare Entitlement

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.

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.

### **Application Process**

Interested parents and carers can apply for a morning or afternoon nursery place at [www.didcotprimaryacademy.org](http://www.didcotprimaryacademy.org) and call 01235 606012 for further help and/or information. All late applications will be considered after those received on time.

<b>Start date</b>	<b>Deadline for Applications</b>
Autumn Term	April 30 <sup>th</sup>
Spring Term	September 30 <sup>th</sup>
Summer Term	January 31 <sup>st</sup>

### **Outcome of applications**

Parents will be notified whether a place is available for their child no later than a term in advance (using the 3-term year set out on page one).

### **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 will be offered a place. 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**

When the school is oversubscribed, in accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I must always be admitted<sup>1</sup>.

The oversubscription criteria below will be followed in descending order of priority.

- a) Children who are "looked after"<sup>2</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

<sup>1</sup> An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. Therefore, this is not an oversubscription criterion.

<sup>2</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

looked after” children<sup>3</sup> (PLAC) [see footnote below] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)<sup>4</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.

- b) Priority will next be given to the children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made;
- c) Places will then be offered to children who have a sibling living at the same address who is attending the Academy at the time of admission;
- d) Any other children.

### **Tie break Criteria**

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

If criteria c-d produces an identical result for two or more applicants the Omnia Learning Trust will use random allocation by lottery to determine who will be offered a final place.

### **Operation of waiting lists**

Where in any year Didcot 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.

### **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 (F1) 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.

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<sup>3</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>4</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.

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.

### **Taking up the space offered**

If a child is offered a space and subsequently does not start at the nursery within 3 weeks after term starts the offer will be withdrawn and the space will be offered to the next child on the waiting list as per the oversubscription criteria.

### **Data Handling/Sharing**

When children leave or join Didcot Primary Academy (including in-year transfers), all files (including child protection files) will be transferred in accordance with best practice guidance stipulated in KCSIE 2024.

### **Safeguarding**

The Local Authority will share information with the school when children being admitted to the pupil roll have a social worker and this information will also be requested by the school on the pupil information form. This information will be used to ensure that decisions will be made in the best interest of the child's safety, welfare and educational outcomes.

### **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 6QF

### **Appeals**

There is no statutory right of appeal.

### **Applying for a place in Reception at Didcot Primary Academy for a child/children who already have a place in Nursery**

Admission to Didcot Primary Academy Nursery does not guarantee admission to the main Academy Primary Phase. Parents of all children of the appropriate age must apply for a place to start Reception year group in a primary school even if the child already attends a nursery class. This means that even if your child already attends the nursery class at our school, a new application must be made to start in the Reception year group for the first time. Please refer to the separate Admissions Criteria to Didcot Primary Academy, which is run by Oxfordshire County Council (OCC).

## 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.

### **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.

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.