



Memorandum of Understanding between Swansea Council and Swansea Primary Schools

Nursery Admissions

The local authority (LA), is the admitting authority for all community schools in Swansea and has overall responsibility for the process. Primary schools will administer admissions to their nursery, on behalf of the LA and in line with the LAs admission arrangements and oversubscription criteria. On this basis you are required to agree to adhere to the following arrangements:-

Admission to nursery classes

Parents/carers of children who require a place in a nursery class **must** submit an admission application. They can apply for a place at their catchment school or express a preference for a placement at an alternative school.

Oversubscription

The LA's oversubscription criteria **must** be applied if more applications have been received for any school than there are places available.

In administering nursery applications you are agreeing to the following arrangements:-

- Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a Reception place along with other applicants at the appropriate time.
- There is no guarantee of a place at a preferred school, regardless of whether a pupil lives in the catchment area for a school.
- Children attending Flying Start do not have automatic entry to nursery provision at a school and are required to apply for a nursery place and nursery places **will not** be held for pupils attending this provision.
- Nursery places **will not** be held for pupils who already have a sibling in another year group at the school.
- The LA's admission application forms and nursery letter templates **will** be used and copies of these will be requested by the LA for Reception appeal purposes if needed.
- Schools **will** consult with the LA prior to offering any nursery places if the intended intake is going to exceed the admission number for the school. Whilst the number of nursery places available may differ to the statutory admission number (AN) for the rest of the year groups within a school, it is recommended that the AN is applied for nursery.
- Schools **will** consult the LA when refusing nursery applications. The LA will apply the oversubscription criteria to the nursery applications and issue refusal letters.
- The LA will maintain the waiting list for nursery applications that have been refused.
- The LA will apply the statutory AN when allocating places for Reception. If more applications are received than there are places available the oversubscription criteria will be applied when considering applications (see attached appendix).

It is important to note that the impact of over admitting in your nursery setting has a wider impact not only on your school in future years, but schools in the wider community where there may be surplus places.

The LA reserves the right to recharge schools for costs incurred for Reception appeals where a school is routinely over-admitting in nursery.

Date of Issue: September 2022

Headteacher signature:  **Date:** 14.09.22

Primary School: Llanrhidian Primary School

OVERSUBSCRIPTION CRITERIA

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister of statutory school age attending the school at the date of their admission.*** If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

* Looked After Child (LAC) / Previously Looked After Children – a looked after child refers to a child who is looked after by a local authority in England or Wales, (as defined by Section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing [Wales] Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

***A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children. Statutory school age is defined as pupils who are between age 5 and 16 (i.e. pupils in any year group between and including Reception to Year 11).

Children who have Additional Learning Needs

The oversubscription criteria does not apply to pupils for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP or a Statement of Special Educational Needs, although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school. Schools have a duty to admit children with an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP or a Statement of Special Educational Needs, who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.