



Murrayfield Primary Academy nursery admission arrangements for the 2023/2024 school year

Introductory statement

Murrayfield Primary Academy admits girls and boys of all backgrounds, aptitudes, abilities/disabilities and beliefs. The academy does not have any religious affiliation.

Paradigm Trust is the admissions authority for Murrayfield Primary Academy. This means that it will set and apply the admissions criteria for the school.

Published Admission Number

The school is able to offer nursery spaces for 52 children aged 3 and 4.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places to all those who have applied. Where there are not enough applicants, the school reserves the right to run only one part time class per day.

All parents are entitled to 15 hours per week of free early years education for 38 weeks each year from the start of the school term after their child's third birthday until the child reaches compulsory school age i.e. the term after their fifth birthday. An additional free 15 hours will only be available for families where both parents are working (or the sole parent is working). Typically, each parent must earn the equivalent of 16 hours a week at the national minimum or living wage and less than £100,000 a year to be eligible.

For more information on eligibility go to:

www.gov.uk/help-with-childcarecosts/free-childcare-and-educationfor-2-to-4-year-olds.



Application process

Nursery admissions are managed by the school.

If you wish to apply for a nursery place please put your child's name on the waiting list when s/he is aged two-and-six months, and fill in an application form and return it to the school administration office together with the child's original birth certificate or passport to verify the child's age. If there is a place for your child, we will send you an offer letter and arrange a time for you to visit the nursery or for members of staff to visit you and your child in order to assess them in their home environment.

Oversubscription criteria

If there are more applications than places, the following criteria for priority will apply;

- Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
- Children whose acute medical and social needs justify the allocation of a place in the school – supporting professional evidence is required
- Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap.
- Children who are **ordinarily resident** in the catchment area and who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data



plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

- Children who live outside the school's catchment area in the same priority order as set out in criterion 3 above.

Tie Break

In the event of oversubscription within the categories above, priority will be given to children who live closest to the school by the shortest walking distance. A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance. In the event of two distances being the same, a decision will be made by random allocation by the school.

Waiting lists

If you apply for a place in the nursery and you are refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the order of Date of Birth. The order of children does not remain static – as circumstances change, a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on the waiting list, you must let us know. Please be aware that this may change your child's position on the list. Written evidence of this will be requested.

Appeals

As nursery is non-statutory, parents do not have the right of appeal if they do not get their preferred nursery choice. However, parents may contact the school for more information on the reason as to why their child was not offered a place.



Notes:

Sibling

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Ordinarily resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.



If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Looked after children

A 'looked after child' is a child who is (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).

Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order