



# Darlinghurst ACADEMY

## Nursery Admissions Policy

Date created February 2023

Version 1.0

Status Ratified

Applicable to All Staff

Author Emma Nicholls

Checked by EN

Valid From September  
2025

Review September  
2026



## **Legra Academy Trust (LAT) for DARLINGHURST ACADEMY ADMISSIONS CRITERIA**

**AM/PM session limit: 40**

**Chief Executive of LAT:** Bev Williams

**Principal:** Mrs E Nicholls

**Address:** Pavilion Drive, Leigh on Sea SS9 3JS

**Tel:** 01702 478379

**E-mail:** [admissions@darlinghurstacademy.org.uk](mailto:admissions@darlinghurstacademy.org.uk)

**Website:** [www.darlinghurst.uk](http://www.darlinghurst.uk)

Darlinghurst Academy welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a preference to have their child admitted to the academy; places will be allocated using the admission criteria as below. This will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area served by the academy and who have an older sibling attending the academy.
3. Pupils of staff at the academy
4. Pupils who live in the catchment area served by the academy.
5. Pupils who live outside the catchment area served by the academy and have an older sibling attending the academy.
6. Pupils who live outside the catchment area served by the academy.

### **Admission Criteria Explanatory notes:**

**Looked after children and Previously looked after children:** Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are 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). Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.



## **Statement of Special Educational Need (SEN) and Education Health and Care Plan(EHCP):**

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the academy is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the academy is named in the Statement or Plan, is mandatory.

**Siblings:** A sibling is a child who will have an older brother or sister still at the academy at the time of their admission and start date. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings)

**Pupils of staff at the school:** Children will be ranked in admission criteria 3, if they are children of staff at the academy in either or both of the following circumstances: a) Where the member of staff who has been employed at the school for two or more years at the time at which the application for admission to the academy is made; and/or b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

### **Distance and Tie Break:**

In the case of over subscription in any one category postcode to postcode distance will be used to measure the distance between the pupil's home and the academy.

The pupils living closest will be given priority.

Tie-Break to be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the governing body).

### **Distance where parents have separated**

The distance is measured the same for all applications. Only one application can be received. The academy should not have the details of both parents or know of the marital status of the parents. If more than one application is received, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'. In all cases the child's normal place of residence is applicable for the purposes of the application.

**Catchment areas:** A look up postcode list is available on

[www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions).



**What we offer:** The nursery is open for term time provision.

Term dates can be accessed via [www.darlinghurst.uk](http://www.darlinghurst.uk).

- Pupils are eligible for admission to the nursery the term after their third birthday, without reference to ability or aptitude.
- We offer 15 hours of government funded provision for 3 and 4 year olds per week.
- We also offer 30 hours of government funded provision for 3 and 4 year olds per week to those who are eligible and provide the setting with details including their extended 15 hour code and other relevant documents and details.
- Where parents/carers wish for more hours than their funded entitlement additional charges will incur upon request of application.

Session times and fees are reviewed each academic year.

### **Session duration:**

- AM/PM sessions are 3 hours of **funded** entitlement.
- Lunch time care provision is 0.75 hours of **funded** entitlement

*The academy does not use government funding to cover the cost of meals, consumables, additional hours or additional services. Academy provided lunch is charged at an additional cost, or parents can supply a packed lunch.*

Sessions are allocated termly and based on admissions criteria. In the event of oversubscription we will hold a waiting list based on the admissions criteria. The academy will consider parental preference of chosen session pattern.

Children who attend AM **or** PM sessions only are required to attend a minimum of three sessions per week.

Children who attend AM **and** PM daily sessions, are required to attend a minimum of 2 days.

It is our advice that sessions are consecutive days in order to;

- Build peer relationships
- Build key worker relationships
- Develop communication & language
- Develop physically
- Develop socially and emotionally



The session pattern is fixed termly and requests to alter session pattern must be submitted with half termly notice.

We strive to accommodate requested hours or provide the closest equivalent.

**Fees:** All additional fees are payable via ParentPay, we are a cashless academy and ask for payments half termly in advance. Please speak to the finance office if you have any financial queries.

**Admission to reception:** Admission to nursery does not guarantee a place in the reception class. The Local Authority manages school admission for statutory age children and must be applied for separately to Southend Borough Council. [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

Children will be ranked in admissions criteria 5 if they are on roll in the Darlinghurst Nursery which is part of the school. In regard to the main round for reception children must be part of the Nursery before the application closing date of 15th January of any given year. This is to enable the admission authority to rank applications accordingly. Children admitted to the nursery after 15th January will be ranked under these criteria after the national offer day (16th April).

### **How to apply.**

A nursery application form can be obtained from the Nursery Admissions Officer.

For any further questions please contact our Nursery Admissions Officer on 01702 509205 or [admissions@darlinghurstacademy.org.uk](mailto:admissions@darlinghurstacademy.org.uk)