



King's Cross Academy

## **Nursery Admissions Policy**

Approved by Governors	March 2024
Date for Review	March 2025
Signed – Chair of Governors	Robert Evans and Alexandra Woolmore
Signed – Headteacher	<i>Stephen Mitcell</i>

## School Information

King's Cross Academy, a vibrant nursery and primary school, opened its doors in September 2015 to meet the growing needs of the King's Cross community. With a focus on serving the local area, the Academy invites inquiries regarding admissions and available spaces. Catering to children from age 3 onwards, we offer 26 nursery placements. Although located in the same building as Frank Barnes School for Deaf Children, both schools operate autonomously with separate admission processes.

In this document 'parents' includes carers and legal guardians.

## Finding out more about King's Cross Academy

King's Cross Academy is located in the award-winning Plimsoll Building off Handyside Street.

[We hold weekly parent tours with our Headteacher, Stephen Mitchell. Dates of our tours are included on our website \(https://kingscrossacademy.org.uk/school-tours\) and can be booked via Eventbrite](https://kingscrossacademy.org.uk/school-tours)

## Admissions Policy 2024-2025

King's Cross Academy Governing Body has agreed the admission policy and criteria for admissions to the nursery. In the event of oversubscription the following criteria will be applied:

1. Looked after children or applicants whom the council accepts have an exceptional medical or social need for a place in the Nursery. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional that sets out the particular reasons why this school is the most suitable and the difficulties that could be caused if they were to attend another school. This evidence will normally be in the form of a letter. It must not be more than six months older than the date of applying.
2. Applicants who have a brother or sister at the school who will still be on roll when they join; (for this criterion, brother or sister, includes any whole or half brother or sister by adoption, any step or foster brother or sister who lives at the same address with the child for whom the application is made at the date of application)
3. Priority to children of staff will be given in either or both of the following circumstances:
  - a. Where the member of staff has been employed at the school for two or more years at the time which the application for admission is made; and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Applicants who have a brother or sister (For this criterion, 'brother or sister' includes any whole or half-brother or sister by adoption, any step or foster brother or sister who lives with the child for whom the application is made at the date of application) at Frank Barnes School for Deaf Children who will be on roll when they join.
5. Other applicants, with priority to those living closest to the school, measured in a straight line 'as the crow flies', between the home and the centre of the school building. The address given must be the one at which the child lives. Distance will be measured between the middle of the school building footprint and the middle of the home building footprint. In the case of multiple births - if the last pupil offered a place within the

nursery's published admission number (PAN) is a multiple birth or same cohort sibling (i.e. in the case of the nursery siblings who are 3 or 4 years old), any further multiple birth/same cohort sibling will be admitted.

If necessary, priority within points 2, 3, 4 and 5 will be decided on by the distance criteria.

## **Nursery Admissions Procedures**

Applications to King's Cross Academy Nursery are governed by the criteria set down by Camden in their 'Starting School' guide.

Nationally, all 3 and 4 year olds are entitled to 15 hours per week of free nursery education from the beginning of the term following their third birthday. The Academy currently only has one intake window in September (children who are not 'of age' for the September intake will be placed on the waiting list following the term they turn 3 years of age, until a place becomes available or until the next September intake window).

The free childcare entitlement is available during the morning session only: 9.00am to 12.00pm

In addition to the government allocation, parents may be eligible for an extended 15 hours of childcare if parents are in work, and each earning at least £8,670 and not more than £100,000 each per year. This childcare is provided for the afternoon session, 12.00pm – 3.00pm.

Eligibility checks for the additional childcare will be carried out by the London Borough of Camden and eligibility is re-tested every 3 months. It is the parents' responsibility to renew their eligibility as parents may then be liable for payment of the fee for the afternoon service.

Parents who are not eligible for the additional free childcare can purchase extra childcare for the afternoon session (12.00pm – 3.00pm) directly from the Academy.

The deadline for applying for September 2025 Nursery places is **31<sup>st</sup> March 2025**. Parents will be informed of the outcome by the **end of April 2025**. An application form can be downloaded from our website ([kingscrossacademy.org.uk](https://www.kingscrossacademy.org.uk)) and should be returned to the address on the form or dropped off at the Academy.

If you need help in filling in the form for nursery classes then please phone the school or ask us at one of the information sessions (see our website for the next session).

Decisions will be made by the Nursery Admissions Panel of the Academy's Governing Body. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

We expect many of our children will join King's Cross Academy in the Nursery, at aged three. However, parents should be aware that admission to the nursery does not guarantee an automatic right to the Academy's reception class. You must make a separate application via eadmissions (<https://www.eadmissions.org.uk/>).

Many children, however, will move on to one of two Reception classes, where they will also be joined by children new to the school.

### **Children with special educational need or disability**

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King's Cross Academy is an inclusive school and we welcome all applications. If your child has a special educational or medical need we ask that you email as much information as possible about your child to us as soon as you have applied for a place.

You can email directly to the Deputy Headteacher - [kay.baxter@kingscrossacademy.org.uk](mailto:kay.baxter@kingscrossacademy.org.uk)

This information means that we can ensure the school has the resources available to support your child when they start.

The information you provide is kept strictly confidential and will be destroyed if your child is not successful at obtaining a place with us.

### **Waiting Lists**

The nursery does operate a waiting list for prospective parents. The waiting list will not operate places on a "first come, first served" basis. The length of time children are on the waiting list in no way influences the decisions about places.

### **Nursery Extended Sessions**

There is an extended school provision from 8am to 9am and 3pm to 6pm where fees apply. Parents are asked to apply for a place for the extended service a term in advance. Further details are outlined on the nursery application form.

### **Nursery Attendance**

We expect your child to attend nursery every day to ensure good habits are embedded from their earliest days at school. Consistent non-attendance for 20 continuous days could result in the nursery place being withdrawn and given to a child on our waiting list.

### **Starting Nursery**

If you are successful in receiving a place in the nursery we will contact you to arrange a home visit and a visit to the school to meet the teacher prior to your child starting school. We will work with you to make sure that your child has the best possible start to their time in school and that you know how to help and support them with their learning when they are at home. You will be asked to sign the home school agreement which explains school and parent responsibilities.