



Nursery Admissions Policy

Ratified: 21st March 2017

Reviewed by Full Governing Body

NURSERY ADMISSION POLICY AND PROCEDURES

At the time of writing, all Nursery aged children as of September 2020 are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- You live in England

Parents can find out more and register for 30hours provision at: www.childcarechoices.gov.uk

The following policy has been agreed by the Governing Body for admission to the Nursery after 1st September 2017. The policy is published in the school prospectus and on the website and follows the latest Government legislation regarding admissions.

By law no Nursery class may contain more than 26 children in each session. At Park Road therefore, the standard number for admission is therefore 52 i.e. 26 places in the morning session and 26 places in the afternoon session.

Children can be admitted to nursery at the start of the term following their third birthday if places are available. Under current legislation **all** children of Nursery age are entitled to 15 hours funded provision each week. Funded provision is financed by central and local government. At Park Road the 15 hours funded provision can be taken over 5 morning sessions or 5 afternoon sessions dependent upon availability. Children attend every day; part week places are not available.

In the event that there are more applicants than places, the Governing Body will put the applications into rank order according to the agreed over-subscription criteria to determine the admissions of children into the Nursery.

In the event there are less applicants than places, the Governing Body has agreed that any available sessions will be offered to parents who wish to utilise a 'full time' place; either by taking up additional government funded hours (30 free hours) or purchase additional sessions themselves over and above the 15 hour funded provision. Ad hoc bookings are not accepted for Nursery sessions.

Allocation of these surplus (full time) places will be determined by the over-subscription criteria. Whether you take up the additional hours funding or pay for the additional sessions yourself, this will have no bearing on the admissions criteria.

From September 2020 the extra hours, over and above the universal 15 hour per week entitlement will be charged for. If you are eligible, these extra hours will be funded directly from the government. If you are not eligible for the extra funded hours, fees (including a charge for lunchtime supervision) will be payable a half term in advance at a rate agreed by the governing body.

A full time nursery session runs from 8:55pm until 3:30pm which is half an hour a day (2.5 hours per week) above the 30 hours free entitlement. Therefore, if you are eligible for 30 ours funding and if your child is allocated a ‘full time’ place, there will be a charge of £10.00 per week to cover staffing costs of this extra half an hour (to cover lunch time supervision)

Applications for Nursery

Admission to the Nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area.

Children are eligible for admission in the September after they reach their 3rd birthday.

Applications for Nursery have opening and closing dates which are clearly stated on the relevant application form. This can be obtained from the school office.

The Headteacher will keep an application list of pupils seeking admission. Inclusion of a child’s name on the list does not constitute a promise of a place.

An application form for a nursery place in the September intake should be completed by parents and submitted to the Headteacher **by 15th January** which precedes the academic year in which the child will have his or her fourth birthday. Applications received after this date will be considered once the first application round is completed and places have been allocated

Allocation of Places

Allocations will be made to children who are 3 years old by 1st September and notifications sent to parents on the Friday before the February half term and places will be allocated using the over-subscription criteria as set out below.

Oversubscription

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

- “Looked after” children (as defined in the Education Act 2002 – Admissions)
- Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant’s proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
- Those children who live in the catchment area of the requested school.
- Children who live outside the catchment area of the requested school, with a sibling attending this school at the time of the applicant’ proposed admission
- Children who live nearest to this school calculated in a direct straight line from the child’s permanent place of residence to the school.

If there are more applicants than can be accommodated at a school in criteria 1 to 4, places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in our main school admissions policy.

Application for part time places (Universal 15 hours funded provision) will be allocated before consideration is given to the allocation of full time places.

Determining choice of morning or afternoon place

Parents who want a part time place are asked to state a preference for morning or afternoon. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfil all parents' requests.

How Parents can apply for additional sessions

At the time when offers of places are being made if there are surplus places, the number of additional sessions available will be decided by the Headteacher.

The school does not guarantee that additional sessions will be available to each 15 hour funded place.

Process:

1. Applications for funded places and additional sessions are made on the same application form by the determined deadline.
2. The Headteacher determines the number of additional sessions available.
3. The information on charges, terms and conditions will be available from the school office.
4. Applicants will be informed whether or not they have been offered additional sessions within their offer of a funded place.
5. Places must be accepted/agreement documents returned by the determined deadline.

Please also refer to the school's charging policy for the charged places.

Late Applications

Late applications received after the closing date will be considered once the initial application process has been completed. Dates for this process can be obtained from the school office. Places from in-year applicants will be considered using the above admission criteria if there are spaces.

Informing Parents regarding applications

- Notifications about Nursery admissions will be sent to parents on the Friday before the February half term
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.
- Parents/guardians will need to accept the place in writing, on the reply form provided.

Attendance at the Nursery Class

- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.

- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- If your child has been allocated a full time place, parents will need to provide lunch. Children should come to school with a healthy packed lunch.
- A voluntary contribution of £2.00 per week for the Nursery Fund is used to provide extra resources for the nursery. A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme. Milk is also available free of charge.

Address of Pupil

Home address refers to the child's permanent home at the proposed date of admission.

Where the parents live at different addresses, the current 'at the time of application' address will be the one used. This will normally be the one where the child 'wakes up' for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. utility bill, driving licence etc. Where there is dispute about the correct address to use, the Governing Body reserves the right to make enquiries of any relevant third parties e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Fraudulent Admissions

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

Children in Receipt of an Education, Health and Care Plan (EHCP)

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.