

North Denes Primary School

Nursery Admissions Policy

This document is intended for use as guidance only. The purpose is to provide example elements, structures and information commonly found in such policies. Schools and academies must ensure that any policies derived from the guidance in this model policy reflect their own specific requirements, such as setting, pupil ages, and percentages of pupils with special educational needs.

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1.1. Statement of intent

North Denes Primary School aims to provide a nursery experience for children that is affordable, high- quality and geared towards a smooth transition into Reception class.

The **governing board** is the admission authority and is responsible for setting the school's Nursery Admission Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at North Denes Primary School

This policy contains references to the 30 hours free childcare provision that comes into effect on 1 September 2017. Prior to this date, schools may encourage parents to [pre-register](#) for the scheme; however, references to the scheme do not reflect current practice and schools should continue to abide by the existing 15 hour limit.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1.

1. Legal framework

1.1. This policy has due regard to legislation and guidance, including, but not limited to, the following:

Legislation

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Education and Adoption Act 2016
- Childcare Act 2016

Guidance

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2017) 'Early education and childcare'
- DfE (2017) 'Early years entitlements: operational guide'

1.2. This policy will be implemented in conjunction with the following school policies:

- Nursery Fees Policy
- Admissions Policy

2. Free childcare arrangements

2.1. North Denes Primary School can accommodate a maximum of 54 nursery children.

2.2. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare.

2.3. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year – i.e. during term time.

2.4. The sessions offered to nursery children are as follows:

- For children eligible for 30 hours free childcare – six hours daily
- All other children – three hours free childcare daily (we may be able to be flexible with this)

2.5. Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

2.5 The Admission Policy is issued to all families as part of the registration process. It is also available via our webpage, or upon request.

Early Education is offered to families [number of weeks] weeks of the year. The funded hours can be claimed (to the maximum available) –

- Mon – 8.30 a.m. to 3.30 p.m.
- Tues – 8.30 a.m. to 3.30 p.m.
- Wed – 8.30 a.m. to 3.30 p.m.
- Thur – 8.30 a.m. to 3.30 p.m.
- Friday - 8.30 a.m. to 3.30 p.m.

2.6 We aim to follow the requirements of the EYFS (2017) and provide an inclusive environment for all children and their families. I am required to comply with the requirements of the Equalities Act 2010 and the Special Educational Needs code of practice - 2015.

We will monitor and review the progress and development of all children. However, where a child appears to be behind expected levels of development or where a child's progress gives cause for concern I will adopt a graduated approach with 4 stages of action: Assess, Plan, Do & Review. We will work in partnership with parents and provide information on how we are supporting their child's development and will seek consent to request support from outside agencies where necessary.

We have a responsibility to identify groups of disadvantaged children who attend my setting and will apply for additional funding available locally, if families meet certain criteria. We will use this funding to ensure support is in place to improve children's outcomes.

We will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.

2.7 We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

2.8 We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

3. Eligibility for 30 hours free childcare

3.1. Parents of children aged three and four must meet the following criteria in order to be eligible for 30 hours free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)

- The parent should be seeking the free childcare to enable them to work
 - One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
 - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
 - If a non-EEA national, the parent has recourse to public funds
- 3.2. Parents should check their own eligibility for the scheme by using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.3. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme.
- 3.4. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.
- 3.5. A child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.6. A child who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.7. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.
- 3.8. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.
- 3.9. Other information related to the 30 hours free childcare scheme can be found in the school's Nursery Fees Policy.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

4. Application timetable

- 4.1. A child is deemed to be of nursery-age from the beginning of the term following their second birthday.
- 4.2. Parents may register their interest in a place at the nursery at any time during the year following their child's second birthday.
- 4.3. Formal applications for nursery places must be made as follows:
 - For places in the Spring term - December
 - For places in the Summer term -1 March
 - For places in Autumn term - 1 August
- 4.4. Application forms can be obtained from the main office.
- 4.5. Acceptance and non-acceptance letters are sent out on the following dates:
 - For places in the Spring term – February
 - For places in the Summer term – April
 - For places in Autumn term – September
- 4.6. Where places are remaining, later admissions are possible, up to the agreed admissions limit.
- 4.7. Places offered are available to the child from the date the place is offered, until 31 August following their fourth birthday.

5. Oversubscription

- 5.1. Children who have an education, health and care plan (EHC) that names the school are admitted before the oversubscription criteria are applied.
- 5.2. Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate place in accordance with the LA's Fair Access Protocol.
- 5.3. The governing board may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be appropriately met by the school.
- 5.4. The oversubscription criteria, set out in priority order, are as follows:
 - LAC or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
 - Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
 - Children who will have a sibling attending the nursery or the main school at the time of admission
 - Children of staff who have:

- Been employed at the school for two or more years at time the application for admission is made.
 - Been recruited to fill a vacant post for which there is a skill shortage.
 - Children living within the catchment area for the nursery school
 - Children who will be entering reception the following year
 - All other children
- 5.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

6. Reserve list

- 6.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- 6.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 6.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 6.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

7. Withdrawing offers

- 7.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
- Offers made on the basis of fraudulent applications
 - Offers made on the basis of intentionally misleading applications
 - Parents not responding to an offer within **six weeks**
 - A child is in receipt of more than their entitlement of nursery education
 - A family registering their child at two maintained settings

8. Refusal of admission

- 8.1. A child is only refused admission if one of the following criteria are met:
- The nursery has reached its admissions limit
 - The child is not of the appropriate age
- 8.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.

- 8.3. Parents may appeal to the special educational needs and disabilities (SEND) tribunal against the provision named by the authority in the EHC plan.

9. Admission to Reception

- 9.1. Children reach compulsory school age as follows:

- Children turning five-years-old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
- Children turning five-years-old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
- Children turning five-years-old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January

- 9.2. Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.

- 9.3. If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access **15** hours of free early learning rather than taking up a place in Reception, they must:

- Discuss their choice with the school.
- Complete a Reception application form by **1 January**, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
- Complete a nursery re-admission application form and return it to the setting by **1 January**.

10. Transition arrangements

- 10.1. Parents are invited to visit the school prior to the transition.
- 10.2. Further visits are arranged according to the child's needs.
- 10.3. A photograph book displaying aspects of the school is used to prepare children for their transition.
- 10.4. During the **Summer** term, Reception teachers from the primary schools to which the children will transfer, come in to meet with the children.
- 10.5. During the visit, the child's key worker provides the teacher with information about the child's progress across all the areas of learning and will spend time talking to the teacher about the child's social, health and emotional needs.
- 10.6. Details of children with SEND or particular educational requirements are shared, including their development throughout the year, support given and needed, and details of any other agencies involved.

10.7. Separate transition meetings are held for children with EHC plans, involving all agencies, including visits to new settings with staff.

11. Policy review

1.2. This policy is reviewed **annually** by the **governing board** and **headteacher**.

1.3. The scheduled review date for this policy is **October 2021**.