

Nursery Admission and Procedures POLICY

All Saints Church of England Primary
School



Approved by: Head Teacher	Date: Sept 2024
Last reviewed on: Sept 2023	Next review date: Sept 2025

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Please Note: Parents should be aware that the Government has increased funded nursery provision for children aged 3 or 4 years old to 30 hours per week for those families who qualify. To find out more about the 30 hours a week funding, go to: <https://www.childcarechoices.gov.uk/>

The nursery sessions at All Saints CE Primary are open to children from the age of two years, if they qualify for the 2 year old 15 funded hours per week over the 38 weeks of the school terms, and currently for children aged 3 years and over provision is offered as either 5 morning sessions a week or 5 afternoon sessions a week which are funded by government.

At the time of writing, all Nursery aged children as of September 2017 are eligible for 15 hours free Nursery provision. Some may be 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 i.e £120 per week
- Each parent must have an annual income of less than £100,000
- You live in England

The following policy has been agreed by the Trust Board for admission to the Nursery after 1st September 2018. The policy is published on the school and Trust website and follows the latest Government legislation regarding admissions.

The All Saints CE Primary Nursery will admit up to 30 children into a session depending on the child's age and staffing capacity. At All Saints CE Primary Nursery, the standard number for admission is therefore 60 i.e. 30 places in the morning session and 30 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.
- Children aged 3 by 31 August 2022 will be admitted at the beginning of term 1 September 2022;
- Children aged 3 by 31 December 2022 will be admitted at the beginning of term 3 in January 2023
- Children aged 3 by 31 March 2023 will be admitted in term 5 i.e. after the Easter Break

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Under current legislation **all** children aged 3 years or 4 years are entitled to 15 hours funded provision each week. Funded provision is financed by central and local government. At All Saints CE Primary 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 2018 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 9:00am until 4:00pm which is an hour a day (5 hours per week) above the 30 hours free entitlement. Therefore, if you are eligible for 30 hours funding and if your child is allocated a 'full time' place, there will be a charge of £12.50 per week to cover staffing costs of this extra 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.

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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 2022 March 2023 intake should be completed by parents and submitted to the Headteacher **by 15th June 2022**. Children who have their third birthday up to 31 March 2023 should complete the application form and submit it to the headteacher by **15th June 2022**. Applications received after this date will be considered once the first application round is completed and places have been allocated.

We also admit children aged two who are eligible for the two year old 15 hours funded support. To find out if you are eligible for this funding go to: <https://www.childcarechoices.gov.uk/>

Applications for children aged two by 31 March 2023 should be completed by parents and submitted to the Headteacher by **15th June 2022**. Children who have their second birthday between 1 September 2022 and 31 March 2023 should complete the application form and submit it to the headteacher by **15th June 2022**. Applications received after this date will be considered once the first application round is completed and places have been allocated.

If a child is admitted to the nursery as a two year old, they can continue to attend the nursery for 15 hours per week until they are admitted into the reception year of their receiving primary school.

Allocation of Places

Allocations will be made to children who are 2 or 3 years old by 31st March 2023 and notifications sent to parents at the beginning of July 2022 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 All Saints CE Primary or St John’s CE Infants who will have a sibling attending this either school at the time of the applicant’s proposed

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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 All Saints CE Primary or St John's CE Infant school.
- Children who live outside the catchment area of the either school, with a sibling attending either school at the time of the applicant's 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.

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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 at the beginning of July 2022
- 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 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

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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. 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.

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