

# NURSERY ADMISSION POLICY FOR Oakfield Primary School

## **1. STATEMENT OF RESPONSIBILITIES**

The governing body is responsible for implementing and adhering to this policy. The policy could be referred to the relevant committee with delegated powers. The terms of reference for governors in applying the admissions policy are:-

- to apply the criteria of the policy in determining the admissions of pupils into the nursery.
- to observe and implement all statutory and early years code of practice requirements.
- to take advice from the head teacher in the exercise of their duties.

## **2. PRINCIPLES**

- The governing body seeks to work in partnership with the local authority and other providers.
- The governing body is committed to this admissions policy, which has been established following consultation, and to its operation in a fair and equitable manner.
- The governing body aims to maintain and improve the quality of early education provided for nursery pupils by having an admissions policy, which supports the school's improvement planning process.
- The governing body seeks to ensure that entry to the nursery is fair to all parents and pupils and not detrimental to other providers in all sectors (maintained, private and voluntary).

## **3. CONSULTATION AND REVIEW**

The governing body will consult with members of staff, parents and other providers and with the local authority (LA) when considering any review of nursery provision. Such consultation will follow the governing body's adopted procedure on consultation.

## **4. PRINCIPLES OF DELIVERY AS OUTLINED WITH THE STATUTORY CODE OF PRACTICE**

- 4.1 From September 2010 all school nurseries or nursery classes were required to deliver 15 hours of flexible free nursery education per week.

- 4.2 Parents must be consulted as to ascertain the degree of flexibility they would need but it is recognised that operational limitations may impact on what can be practically offered by the school.
- 4.3 The flexibility within school has the following restrictions in place:
- 15 hours over a minimum of three days for 38 weeks of the year
  - no session can be of less than two and a half hours
  - maximum of eight hours in any one day in line with school opening times
  - with a maximum of 12 hours over two days
  - the LA will not fund any hours beyond the 15 hour free entitlement
  - schools cannot charge for additional hours at this present time
- 4.4 After discussion, and once a parent has accepted a place, the school must have a signed contract in place with the parent/carer and is not obliged to change the times of the sessions. A copy of this contract must be sent to the Contract Monitoring Officer of the LA in order to ensure the funding is transferred to the school.
- 4.5 Parents are free to take up as much or as little of the 15 hour entitlement as they wish and have the right to split the entitlement with one other provider. This could be in the maintained, private (day nursery or childminder) or voluntary sector in North Lincolnshire.

## **5. KEY PRINCIPLES IN THE DELIVERY OF QUALITY PRACTICE**

- 5.1 To provide families with a range of high quality, flexible childcare provision and options which enable parents/carers to meet their early learning and care needs for the child.
- 5.2 The quality of nursery provision is based on the government's statutory framework for the early years foundation stage and the practice guidance which came into effect from September 2008. The framework sets the standards for children from birth to five years copies of which can be accessed [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications).  
<http://www.dcsf.gov.uk/everychildmatters/publications/0/1747/>.
- 5.3 The free 15 hour entitlement can include lunchtime as long as this is specifically planned to support the child's overall learning and development. Parents must be given the option to pay for a meal or bring a packed lunch. If a child attends for at least one hour before and one hour after the lunch break there is an entitlement to a free school meal if the child is eligible.
- 5.4 A good quality learning environment based on self initiated play and stimulating learning experiences is expected but there are welfare implications for children. Provision for resting, quiet and relaxation must be available within the nursery area.
- 5.5 Where a child is accessing the entitlement across two settings a formal partnership agreement should be in place which covers sharing information, fees and transportation arrangements. A proforma for this is available from the LA see APPENDIX 2

## 6. ENTITLEMENT

- 6.1 Children will be admitted to the nursery for free nursery education on the relevant term following their third birthday and will be able to remain until they are of statutory school age. No child under three years will be admitted.
- 6.2 The free entitlement must be completely free with no condition on access e.g. no compulsory uniform costs.

## 7. ADMISSION DATES

If the child is born between:	he/she is eligible for a free place from:
1 April and 31 August	1 September following third birthday
1 September and 31 December	1 January following third birthday
1 January and 31 March	1 April following third birthday

Mid term admissions can only take place in exceptional circumstances:

- if a child/parent moves house in the claim period
- if the child's primary carer(s) changes in the claim period
- where a sibling moves school and the child is able to attend nearby flexible free entitlement (FFE) provision
- where loss of employment affects the childcare place, including maternity leave
- change in family circumstances e.g. bereavement, separation, new sibling
- critical health and safety issues e.g. safeguarding, domestic violence
- referrals from traveller service
- appropriate consideration will be given to children from forces families

Schools across North Lincolnshire have now implemented a one point entry into reception classes. This entry is in September each year. In order to qualify for a place in a reception class the child must be four years old on 1 September in the year in which they start school.

## 8. ALLOCATION OF NURSERY PLACES

- 8.1 The policy is designed to work alongside the admissions policy already in place for all stages of education within North Lincolnshire to ensure smooth transition throughout the phases. **It is important to note that the allocation of a nursery place in a school does not automatically guarantee a place in reception.**
- 8.2 **Where schools have more applications than places the following factors will be taken into account in priority order when deciding which pupils will be allocated nursery places.**

**Factor 1**

### **Children with Statements of Special Educational Needs**

In accordance with the code of practice for special educational needs, the allocation of nursery places for pupils with a statement of special educational needs will take place before the allocation of other places. Where a school is named in a child's statement the school has a duty to admit the pupil.

## **Factor 2**

### **Children in care**

The definition of a 'child in care' is a person under the age of 18 who is in the care of, or is provided with accommodation by, a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or is the subject of a relevant court order under Part IV of the Children Act 1989. Children looked after under an agreed series of short term placements (respite care) are excluded.

## **Factor 3**

### **Children who live in the school's designated catchment area.**

Information about catchment areas can be obtained from the North Lincolnshire website or the family information service telephone 01724 296629. For admission purposes, the home address is where a child usually lives with their parent or carer and this defines the catchment area.

## **Factor 4**

### **Children who will have a sibling attending the school at the time of their admission.**

Included in this factor are siblings (step brothers and sisters and half brothers and sisters) living at the same address and who will be attending the school at the expected time of admission.

## **Factor 5**

### **Date of Birth**

Admission will be given to the oldest children requesting places within the catchment area.

## **Factor 6**

### **Children who live closest to the school.**

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main school gate, as determined by the LA. The distance will be measured by using a computerized geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

## **Tie Breakers**

Where the offer of a place would lead to oversubscription under any of the above factors, places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots and will be independently verified.

## **Waiting Lists**

A waiting list can be established for all over-subscribed schools. Pupils will automatically be put on the waiting list.