# NURSERY ADMISSIONS & PROCEDURES POLICY

It was approved by the governing body: Autumn Term 2022

This policy will be reviewed periodically by the Governing Body

**The following policy has been agreed by the Governing Body for admission to Nursery after 1st September 2018. The policy is on the Schools website and follows the latest Government legislation regarding admissions.**

**Admissions to Nursery**

Oakfield Primary School Nursery can admit a maximum of 26 pupils at each session and is open term time only from 8.45 – 3.15 pm, coinciding with the main school opening periods.

At Oakfield Primary School, the children begin Nursery in the term after their third birthday. Admissions are therefore permitted at the beginning of Autumn, Spring and Summer, with transfers within these dates permitted only in exceptional circumstances (see mid-term admissions)

**Applications for a Nursery place / admission dates**

Parents / carers wishing for their child to attend Oakfield Nursery are asked to express an interest in the first instance via phone call, email or in person. Contact details and their child's name and date of birth will be taken, a visit to look around the Nursery environment will be arranged and they will be given funding forms to fill out and information regarding Early Years Pupil Premium including applying for extended (30 hours funding) if applicable. Children will start nursery the term after their third birthday as follows:

| **If the child is born between:** | **He/she is eligible for a free place from:** |
|---|---|
| 1st April and 31st August | 1st September following their third birthday |
| 1st September and 31st December | 1st January following their third birthday |
| 1st January and 31st March | 1st April following their third birthday |

**Mid -term admissions**

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 entitlement 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

**Choice of days and hours**

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 Oakfield Primary the 15 hours funded provision can be taken in the following options:

**Option 1: (15 hours)**

Monday and Tuesday 8.45am – 3.15pm and Wednesday 8.45am – 11.45am

**Option 2: (15 hours)**

Wednesday 12.15pm – 3.15pm and Thursday and Friday 8.45am – 3.15pm

**Option 3: (30 hours)**

Monday – Friday 8.45am - 3.15pm

Where the session goes over a lunch period, parents are asked to provide a packed lunch for their child or parents can pay for their child to have a school dinner. . Where parents are entitled to 30 hours, parents are able to split this funding between Oakfield Primary and another setting.

**Allocation of Nursery Places**

The policy is designed to work alongside the admissions policy already in place for all stages of education in North Lincolnshire to ensure smooth transition throughout the phases. **It is important to note that the allocation of a Nursery place at Oakfield does not automatically guarantee a place in Reception.**

In the event of 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 SEN (EHCP) 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 Looked After Child / Children**

The definition of a looked after child 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 www.northlincs.gov.uk or the family information service (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 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 computerised 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, will be given priority in ascending order of flat/ number / letter / floor.

**Tie breakers**

Where the offer of a place would lead to over-subscription under any of the preceding factors, places will be allocated by reference to subsequent factors in order.

**Waiting lists**

In the event of over-subscription, pupils will automatically be put on the waiting list.

**Staffing Ratios**

DfE legislation requires that a qualified teacher should be present during the delivery of the Early Years Education entitlement in LA nursery classes. A staff ratio of 1:13 needs to be in place at all times in LA settings, including lunchtimes when this forms part of the entitlement.

If a qualified teacher is not present:

- 1:8 ratio
- Suitable qualified staff at level three (EYP) must be present

| Number of children | Staffing requirements |
|---|---|
| 1-8 | 1 x level 3<br>1 x other adult in case of emergencies<br>(Good practice is two staff members) |
| 9-16 | 1 x level 3<br>1 x level 2 |
| 17-26 | 1 x level 3<br>1 x minimum level 2<br>1 x other adult |

**Funding**

All Nursery aged children are eligible for 15 hours universal free Nursery provision a week. Some children may be eligible for 30 hours funding, providing parents / carers fulfil certain criteria listed below:

- Both parents must be working, or the sole parents is working in a single 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

For more information and to register for 30 hours funded provision visit the website:

www.childcarechoices.gov.uk

**Parent responsibilities / attendance**

Parents / carers will be asked to bring their child to a series of stay and play sessions prior to the child starting. This enables children to meet staff and familiarise themselves with the indoor and outdoor environments. These stay and play sessions take place in the weeks prior to universal funding commencing.

Attendance at nursery is monitored by the school office and by the Early Years Sufficiency team. Parents are advised that a poor record of attendance without good cause may lead to withdrawal of funding and their child's place being given to someone else. Parents are advised of the necessity for their child to be brought and collected on time and by a responsible adult over the age of 16 years.