
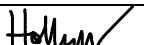





# Sudbourne Primary School Nursery Admissions Policy

This policy will be **annually** reviewed by the Resources Committee for approval by the Governing Body.

Last Review Date:	25 <sup>th</sup> Feb 2021
Date Ratified by Full Governing Body:	Feb 26, 2021
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Signature of policy approval by Headteacher:	 R Blackmore (Feb 27, 2021 12:34 GMT)
Signature of policy approval by Resources Committee Chair:	 Holly Mellors (Feb 27, 2021 10:54 GMT)
Signature of policy approval by Governing Body Chair:	 Hannah Sheehan (Feb 26, 2021 10:42 GMT)

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## Introduction

This Admissions Policy is for the intake of pupils in to Sudbourne Primary School Nursery.

### 1. Aims

This policy aims to:

- Explain how to apply for a place at Sudbourne Primary School Nursery.
- Set out Sudbourne Primary School Nursery arrangements for allocating places to pupils

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2014
- School Admission Appeals Code 2012

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

### 3. Admission Dates

Sudbourne Primary School Nursery admits children aged 3 to 4 years. A child can be admitted to early year's provision the term **after** their 3rd birthday.

Our nursery admission dates are (subject to availability):

Born Between	Month of Admission	Term of Admission
1 April - 31 August	September	Autumn
1 Sept - 31 Dec	January	Spring
1 Jan - 31 March	after Easter	Summer

We have 26 morning nursery places and 26 afternoon nursery places available, either as full day admission, or half day admission.

Our Nursery hours are:

8.30-11.30 Morning Session (Term Time Only)

12.15-3.15 Afternoon Session (Term Time Only)

All day provision from 8.30 to 3.15 (Term Time Only)

Pupils are admitted without reference to ability or aptitude and there is no discrimination on the grounds of gender, ethnicity, or faith.

### 4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

## 5. How to apply

5.1 Under the 'single point of entry' procedure, all children regardless of their birth date, are entitled to a free Nursery place for 15 hours per week in the September following their 3<sup>rd</sup> birthday.

5.2 Sudbourne Primary School manages its own Nursery admissions.

5.3 Nursery application deadline is 15<sup>th</sup> January for admission to the Nursery in September or January of the following calendar year (if applicable) – see Section 7.2.1. Applications must be submitted directly to the school office and must be supported by evidence of identity, age and address – see **Appendix A**. Application forms and further details are available on the school website or upon request from the school office during the office opening hours (8.30 to 4.30), Monday to Friday, term time only.

5.4 Once an offer has been made and accepted, parents/carers are responsible for providing all proofs required by the school to validate the application. The proofs required for Nursery admissions are the same as those requested for Reception admissions, and are based on the current Local Authority's 'Accepted Proofs' list, generally comprising two proofs of ID/address for the parents/carer, and one for the child at the same address.

5.5 Please note: there is an expectation that children attending the Nursery should be toilet trained before their start date. If for any reason, this is not the case, we require parents/carers to alert the school *before* admission, so that we can work together, in partnership, to agree an appropriate course of action in regard to toilet training.

## 6. Admissions Criteria

The admissions criteria adopted by the school for Nursery admissions is the same as that used by Lambeth for admission to Reception – Year 6. This is with the exception that, in the event of a January offer, priority will be given to any *late applicant* who would have been old enough to start Nursery in September.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with sibling(s) who already attend school, and would not have left the school at the time of admission. Siblings include full/half/step siblings, foster siblings, adopted siblings and other children living permanently at the same address. It also includes a child who is living as part of the family by reason of a court order. However, children who are looked after under an agreed series of short-term placements will not be regarded as siblings under this criterion. Priority will not be given to children with siblings who are former pupils of the school.
3. Priority will next be given to children on the basis of social or medical need – children with a professionally supported medical or social need that the school is able to meet<sup>1</sup>. This does

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<sup>1</sup> Individual Special Needs - Special Need is a very limited category and must relate to the need to attend this school rather than just the special need itself.

not apply to children with an EHC – see above. The decision to prioritise children on these ground will be determined via the Lambeth MEDSOC Panel in consultation with the school's Headteacher. Letters from appropriate professional(s) must support these applications but may not necessarily guarantee priority. The decision of the MEDSOC Panel to prioritise under this criterion is final and not subject to appeal.

4. Priority will next be given to children of teaching staff employed at the school. A member of staff, for purposes of this criterion, must be employed directly by the school as a qualified teacher for a minimum of 0.6 FTE (3 days per week) and must have been employed for at least 3 years at the time of application submission. All such applications must be submitted to the MEDSOC panel via an iCAF application, to the Local Authority, and must be accompanied by the relevant paperwork and proofs required, as detailed by the Local Authority.
5. Priority will next be given to children who live the closest distance to the school from the child's home address, measured in a straight line to a central point on the Hayter Road site.

## 7. Allocation of places

### 7.1 Admission number

The Nursery has space for 26 morning Nursery places and 26 afternoon Nursery places, either as full day admission or half day admission. There is no set limit on the number of half day or full day places. The exact make-up of the Nursery will be governed by the applications received.

### 7.2 Consideration of Applications

7.2.1 Applications for Nursery are to be made by 15<sup>th</sup> January and places will be allocated using the admissions criteria outlined above. In the event that there are vacancies in the Nursery after September, there will typically be a second admissions point the following January, which is available to children who have turned 3 years of age between 1<sup>st</sup> September and 31<sup>st</sup> December of the same calendar year. For these children, they may attend Sudbourne Nursery for up to 5 terms, as opposed to 3 terms for typical applicants.

7.2.2 All applications received by the deadline of 15<sup>th</sup> January, are considered together. Applications are ranked in accordance with the admissions criteria. Once applications are collated, prioritized and matched with the number of places available, the school can determine which applicants will be offered a place.

7.2.3 Nursery offer letters will be sent to parents/carers by March for admission in the September of the same calendar year. If your child is offered a place, you must confirm *in writing*, your acceptance to the school **within 2 weeks of receipt of the offer**. The school reserves the right to withdraw the offer if this confirmation is not received within this timeframe.

7.2.4 We will operate a waiting list. Should places become available later in the academic year, they will be offered to children on the waiting list.

7.2.5 The final decision regarding Nursery admissions to Sudbourne Nursery rests with the school.

## 8. Type of Nursery Places available

Sudbourne Nursery is able to offer the following types of places:

### 8.1 Universal Entitlement (15 hours per week)

All 3-4 year olds are eligible for 15 hours free early education per week, at the start of the term that follows their 3<sup>rd</sup> birthday, typically for 38 weeks of the year (academic term time). This typically is provided as five day morning **or** five day afternoon places at Sudbourne Nursery, Monday to Friday, term time only.

## 8.2 Additional Nursery Sessions (up to and including 30 hours per week)

8.2.1 For parents wanting their child to attend Sudbourne Nursery beyond the Universal Entitlement of 15 hours, we can offer additional nursery sessions for nursery pupils to attend a full day (8:30 to 3:15). **There is a charge for this additional provision.**

8.2.2 We currently charge **£25.00** per session (subject to change). There is also a charge for school meals at **£2.55** per day (subject to change), unless your child is eligible for means-tested free school meals. Alternatively, parents can provide their child with a healthy packed lunch.

8.2.3 Payment must be made in advance by debit/credit card via [www.schoolgateway.com](http://www.schoolgateway.com). The school also accepts childcare vouchers for payment of additional nursery sessions.

## 8.3 Extended Entitlement for Eligible Working Parent(s) (30 hours per week)

Allocation of **extended entitlement places** will be on the assumption that the parent is eligible for the extended entitlement should this not be the case the school will remove the place.

Parents must ensure Sudbourne Primary School receive confirmation of their 30-hours childcare funding eligibility by the below cut off dates. Eligibility must also be renewed via [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) every 3 months.

Term child will take up Early Years Provision	Cut off dates for eligibility
Autumn	31 August
Spring	31 December
Summer	31 March

If the specified deadline is missed, subject to availability, Sudbourne Primary School Nursery can offer any remaining nursery places at cost, in accordance with item 8.2.2. All charges should be set out in the schools charging policy.

Following the allocation of places, all parents will be notified in writing of the decision to grant an extended entitlement place, or not.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a place can be removed.

The school will record evidence to verify a child's date of birth, identity and the parent's eligibility for extended hours as appropriate.

Parents are also asked to provide valid proof that the address given for the child is the address at which they are ordinarily resident. Parents are asked to sign the application form stating that all of the information provided is correct. If a parent/carer refuses to provide this then it could affect a parent's/carer's application for a place. If a parent/carer provides inaccurate information, which results in an application not being successful, then the school reserves the right to remove the nursery place.

A parent must fill the parent declaration form as part of the application process once the place has been confirmed.

For admissions purposes only one address can be used as a child's permanent address. Where a child resides with more than one/parent carer, at different addresses, the school/academy will use the preference expressed by the parent/carer at the address where the child lives the majority of the time during the school week as the main place of residence.

If a child is refused an early years place then the parent/carer may appeal to a committee of governors. Governors will adhere to the Early Years Foundation Stage Statutory Framework and will

not admit children over their designated nursery number or earlier than the specified admission dates.

Parents will be notified that there is no guarantee that a child who is admitted to a school's nursery class will be admitted to the school full-time. Parents of children in nursery classes must complete the Local Authority's Admissions CAF Form in order to request a full-time place in school. The Local Authority has a statutory duty to apply the admissions criteria afresh to determine which school has places.

## 9. Eligibility Criteria for Extended Entitlement Places

All 3-4 year olds of eligible working parent(s) are entitled to an additional 15 hours of early education per week, on top of the universal entitlement. Parent(s) who meet the eligibility criteria (see below) will become eligible for extended entitlement in the first term after their child's 3<sup>rd</sup> birthday.

### 9.1 Typical Eligibility Criteria:

If a parent (and their partner, if they have one) are:

- In work or getting parental leave/sick leave/annual leave
- Earning at least the National Minimum Wage or Living Wage for 16 hours a week.

*This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.*

They are not eligible if:

- Their child does not live with them
- The child is a foster child
- Either they, or their partner, has a taxable income over £100,000 per annum

*You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.*

9.2 Parents must apply for eligibility. Confirmation of eligibility may take up to 7 days. To apply, follow the link below:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

## 10. Monitoring arrangements

This policy will be annually reviewed by the Resources Committee for approval by the Governing Body **every year**.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes.