



Nursery Admissions Policy

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1 Rationale

- 1.1 As an Endeavour Academy Trust school we are committed to providing high quality Early Years provision. Our admissions process is clear and transparent in order to ensure equal access to that provision.
- 1.2 Parents need the necessary information to make informed decisions about nursery placements and to request places, and to understand their responsibilities when entering into a parent/school relationship.
- 1.3 We are aware that for many parents and children, nursery is their first experience of education and of Endeavour Academy Trust. It is important that the admissions process is fair, open and reflects the core values of the Trust.

2 Aims

- 2.1 To assist parents in understanding the procedure for admissions into the Fonthill Primary Academy Nursery and ensure that effective communication between the nursery and parents is maintained at all stages.
- 2.2 To ensure that the admission procedures to the Nursery reflect the Trust's core values and standards and to secure long term commitment to schools within the Trust from parents.
- 2.3 To create a fair and consistent approach across all schools within the Trust and ensure that good practice is both adhered to and developed.

3 Parents' Entitlements

- 3.1 By law, all children aged 3-4 (and some children aged 2) are entitled to 15 'universal' hours of free childcare per week during term-time. Parents can claim those 15 hours from the beginning of the term¹ after their child's 3rd birthday.
- 3.2 Some children are entitled to 30 hours of free childcare per week: the 'universal' 15 hours above plus an extra 15 hours. To be entitled to the extra 15 hours of free childcare per week all parents in the child's household must be working and earning the equivalent of 16 hours per week of the national minimum wage. Parents who think they might be eligible for 30 hours of free childcare should contact the HMRC to apply and to obtain an 11-digit code as proof of their eligibility. The code remains valid for 3 months, at which point parents should re-apply to the HMRC to obtain a new 11-digit code.

- 4 ¹ 'Term' means the first school term on or after the 1st April, the 1st September or 1st January.

4.1

4.2 Parents should be aware that nurseries vary in terms of what they offer parents and how many places they have. Therefore, parents' access to their childcare entitlement depends on local childcare providers.

5 Fonthill Primary Academy Nursery's Offer to Parents

5.1 Basic Nursery Hours (15 free hours per week)

5.1.1 Fonthill Primary Academy Nursery offers 30 places for children who are entitled to the universal 15 hours of free childcare. Which operates 8.45 – 11.45 Monday to Friday Mornings

5.1.2 Applications can be made following the process described in section 5 below.

5.2 Extended Nursery Hours (up to 30 free hours per week)

5.2.1 Parents may request extended Nursery hours if they are eligible (see paragraph 3.2). These run from 12.15 to 3.15pm.

5.2.2 11.45 to 12.15 is covered at school cost, children can either pay for a lunch or bring a packed lunch

5.2.3 There is no obligation to apply for and use all 15 hours of extended nursery care. Parents may also claim their extended hours at different childcare providers (subject to nurseries' and the local authority's terms and conditions). However, unused hours of extended care cannot be 'transferred' to other children, irrespective of eligibility.

5.3 Chargeable Items

The school may charge parents for some nursery provision that is beyond the core nursery offer. Examples of chargeable items/services include:

- School dinners, which are charged at £2.30 per meal. Parents can provide their child with a packed lunch if they prefer.
- Some trips and/or visits.
- School uniform.

6 How to Apply for a Place at Fonthill Primary Academy Nursery

6.1 Parents who would like to apply for basic nursery hours (see paragraph 4.1) for their child at Fonthill Primary Academy Nursery should download a Nursery Admission Form from the 'Nursery' page of the Fonthill Primary Academy website (fonthill.bristol.sch.uk) or request one from the Fonthill Primary Academy front office. This form and associated paperwork should be completed and handed in to the front office.

6.2 Parents are invited to apply for extended childcare (see paragraph 4.2) once they have been offered a place. We welcome applications for Nursery places all year round.

7 How Fonthill Primary Academy Nursery Allocates Places

- 7.1 If there are fewer applications than places, all children will be offered a place. If there are more applications than places, the oversubscriptions criteria will be applied to determine which children will be offered a place.
- 7.2 If there are no places they will be placed on a waiting list.
- 7.3 Parents will be notified by phone whether their application has been successful. Successful parents will be asked:
- To return an acceptance slip to the Fonthill Primary Academy front office within 10 working days of receipt of the offer letter or the offer of a place will be rescinded.
 - Whether they would like to apply for extended childcare if they are eligible.
- 7.4 Extended childcare places will be allocated on a first-come first-served basis on parents' production of a valid 11-digit HMRC code. This code should be given to the front office along with the acceptance slip.

8 Oversubscriptions Criteria & Waiting Lists

- 8.1 Should there be more applications than places, the school will allocate places in accordance with the following criteria, which are given in order of priority:
- i. Pupils with a statement of Special Education Needs
 - ii. Children in the care of a Local Authority
 - iii. Those children with siblings already at the nursery/academy
 - iv. Those children living closest to the academy as measured in a direct line from the home address to the school gates on Ascot Road using the Local Authority's computerised mapping system
- 8.2 Any parent who is not allocated a place will be added to a waiting list. The oversubscription criteria above will also be used to determine which child on the waiting list is offered a place if and when a place becomes available.
- 8.3 For definitions of, and details relating to, the four elements of the oversubscription criteria please see the Endeavour Academy Trust Admissions Policy, available from www.endeavouracademytrust.org.uk.

9 Mid-Year Admissions

- 9.1 In general, places will only be given to children for whom the school can receive funding. If a child has not received childcare from another provider that same academic year, s/he can usually start at any time (including mid-term). However, if s/he has been going to a different nursery, that nursery may be entitled to keep claiming funding for that child for a period of time after that child has left. Parents should ensure that they

have given that nursery notice as required by their terms and conditions and that Fonthill Primary Academy Nursery is able to claim funding for the child from his/her start date.

- 9.2 In some circumstances (e.g. where it is clearly in the child's best interests or to stagger start dates to relieve pressure on staff, etc.), Fonthill Primary Academy Nursery reserves the right to allow a child to start attending the nursery before the school is entitled to funding for that child.

10 Mid-Year Departures

- 10.1 Parents may remove their children from Fonthill Primary Academy Nursery at any time by informing the school in writing. However, parents should be aware that Fonthill Primary Academy will retain that child's funding until the end of the term.¹

11 Appeals against Admission Decisions

- 11.1 Parents who wish to make a complaint about the way that the school has applied its admissions criteria should follow the Trust's Complaints Policy, which can be found on the Endeavour Academy Trust website (www.endeavouracademytrust.org.uk).

12 Preparing to start Nursery

- 12.1 Once your child's place has been accepted by the school a home visit date will be arranged by telephone. Parents will be given a pack during the home visit that will include the following:
- induction visits for them and their child;
 - start dates and other relevant information (see 11.3 below);
 - admissions paperwork such as medical forms, home school agreement and generic consent forms before their child is allowed to start; and
 - a nursery pamphlet explaining daily routines and other key points.
- 12.2 All children who have been offered a place at Fonthill Primary Academy Nursery will have a home visit prior to the child's start in nursery. At the home visit information will be shared with parents regarding all other aspects of admissions and nursery life. This is essential for the child's smooth transition into Fonthill Primary Academy Nursery.

13 Transition to Reception

- 13.1 Parents should be aware that a place at Fonthill Primary Academy Nursery does not guarantee a place in Fonthill Primary Academy Reception. Parents will be given details

and supported to complete an application for the school if necessary. Parents wishing to delay entry into Reception must discuss nursery provision with the Head Teacher.

- 13.2 Endeavour Academy Trust's Admission Policy can be found on the Trust website (www.endeavouracademytrust.org.uk).

14 Communication

- 14.1 Endeavour Academy Trust is committed to clear and open communication. Parents will be kept informed regarding admissions at all stages of the process.
- 14.2 The Nursery Admissions Policy will be available on the school website and in the school front office. The Bristol Local Authority admissions information for Reception and the Trust's general Admission Policy are also available to parents.

15 Equalities Impact Statement

- 15.1 Endeavour Academy Trust takes its public sector equality duty very seriously and we have assessed the impact of this policy on groups with protected characteristics, giving careful consideration to the potential impact on pupils with additional needs. We are confident that this policy promotes the Endeavour ethos and supports our duty to promote equality in all of our work.

16 Monitoring & Review

- 16.1 The Nursery Admissions Policy shall be reviewed by the Board of Trustees or, by delegation, the appropriate committee every two years, following any significant change in legislation, government policy, best practice or procedure.
- 16.2 Little Mead Primary Academy will consult with all key stakeholders whenever a policy review results in material changes to the Nursery Admissions Policy.