



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL ADMISSIONS POLICY

Version	1.0
Based on Model Policy	Not applicable
Review body:	Governing Body
Date issued:	March 2019
Review frequency:	Annual
Target audience:	All stakeholders

Version	Date	Notes
V1.0	March 2019	2019/2020 policy

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

Contents

1. Rationale	2
2. Policy	2
2.1 Criteria for Admissions to Batford Nursery School	2
2.2 Application Process	3
2.3 Timeline for Applications	3
2.4 Continuing Interest	3
2.5 In-year Applications	3
2.6 Allocation of morning/afternoon sessions	3
2.7 30 hours free childcare	4
2.8 Additional hours (fee paying)	4
2.9 Meals, consumables and wraparound care	4
3. Roles and Responsibilities	4

Admissions Policy

1. Rationale

The Governors of Batford Nursery School aim to provide a fair and transparent admissions system and this policy sets out the admissions criteria for entry to Batford Nursery School, for children aged 3-4.

The Admissions Policy is reviewed annually.

Note that Batford Day Care, which caters for children from 0-5, operates its own admissions policy.

2. Policy

Batford Nursery School is a state maintained Nursery School and manages its own admissions procedure.

All 3 and 4 year olds are entitled to 15 hours' free early education, from the term after they turn 3. Places are offered at Batford Nursery School on the condition that the 15 hours should be accessed solely at Batford Nursery School.

Batford Nursery School operates a single intake to the nursery in September meaning children take up their nursery place in the September following their third birthday. However, if the Nursery is undersubscribed in the autumn term, the Headteacher may consider admitting children in January or April in the term after their third birthday.

2.1 Criteria for Admissions to Batford Nursery School

Rule 1: Children with a Statement of Special Educational Needs which names the school will be allocated a place in accordance with section 324 of the Education Act 1996. Also children with an EHC (Education, Health and Care) Plan that names the school.

Rule 2: Children looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 3: A child 'at risk' (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 4: Medical or Social Needs – Children for whom it can be demonstrated that they have a particular medical or social need to come to Batford Nursery School.

Rule 5: Children currently attending Batford Day Care

Rule 6: Siblings of children currently on roll at Batford Nursery School or Batford Day Care at the time of application.

Rule 7: Children of staff at Batford Nursery School or Batford Day Care.

Rule 8: Child's nearest school – Children for whom it is their nearest maintained nursery class. We compute distances using a computerised mapping system, taking the measurement from the AddressBase Premium address point of your child's house to the address point of the school.

Rule 9: Any other children

There are 120 funded nursery places at Batford Nursery School (60 morning places and 60 afternoon places). Where applications exceed the number of places, the Admission Rules are applied in order. If more children qualify for a school place under a particular rule than there are places available, a tiebreak will be used. That means the next rule will be applied to those

children. If more children qualify under Rule 8 or 9 than there are places available, priority will be given to those who live nearest to the school (measuring distance as specified in Rule 8).

2.2 Application Process

All applications must be made directly to Batford Nursery School using the school's own application form.

Parents may contact Batford Nursery School office at any time to register their child on the Nursery School's interest list.

Children whose turn 3 before 31st August 2019 are eligible to apply for a place at Batford Nursery School from September 2019. For children on the register of interest, an application form will automatically be sent out at the start of the admissions process to invite parents to apply for a place. Otherwise, an application form can be requested from the School Office or downloaded from the school website.

2.3 Timeline for Applications

The key dates in the application process have been coordinated with other Nursery School providers in Harpenden.

Monday 4 th February 2019	Applications open
Saturday 9 th February 2019	Open Day
Monday 4 th March 2019	Applications close
5 th - 8 th March 2019	Places offered and requests for sessions are sent out
Week commencing 17 th March 2019	Sessions confirmed
Thursday 28 th March 2019	Deadline for parents to accept places directly with the Nursery School

Applications received after 4th March will only be considered if places remain after allocation of places is made in respect of on-time applications.

2.4 Continuing Interest

In the event of the school being oversubscribed, a continuing interest (CI) list will be maintained by the school. If a place becomes available during the school year, allocation will be made by applying the admissions criteria in Para. 2.1 to children on the CI list.

2.5 In-year Applications

Applications may be made throughout the school year and, where there is no waiting list, children will be admitted on roll at the earliest convenient date. If there are no spaces available at the time of application, parents will be offered the opportunity to place their child's name on the continuing interest list (see Para 2.4 above).

2.6 Allocation of morning/afternoon sessions

A funded 15 hour place is offered over five mornings or five afternoons Monday to Friday term time only.

The offer letter will include a form for parents to state their preference for a morning or afternoon place.

There is no guarantee that parents will be offered their preferred session and allocation is made subject to availability of places and at the discretion of the Headteacher, taking into consideration:

- The needs of the child
- The needs of working parents

There is no right of appeal once places have been allocated.

2.7 30 hours free childcare

Some 3 and 4 year olds can get an extra 15 hours childcare: this is known as 30 hours free childcare.

Batford Nursery School is a participating provider and is able to offer a limited number of places to children of families eligible for 30 hours funded childcare. However, it should be noted that **eligibility does not guarantee the offer a 30 hours place.**

Batford Nursery School will endeavour to accommodate 30 hours requests, which should be made after receipt of the offer of a Nursery place, but places are subject to availability and are offered in such a way as to support the financial viability of Batford Nursery School and Batford Day Care: this means that fee paying places (*i.e.* for children whose parents do not meet the 30 hours criteria) – see Para. 2.8 below – will take precedence over funded 30 hours places.

Where 30 hours places are available but there are more applications than places, priority will be given first to siblings of children in Batford Day Care and thereafter based on the number of hours requested:

1. Most hours requested, including Mondays and Fridays
2. Most hours requested, including at least Mondays or Fridays
3. Most hours requested

Eligibility criteria are shown at <https://www.childcarechoices.gov.uk/> and parents must provide their eligibility code to the Nursery in order to be considered for a 30 hours place. Eligibility is reviewed termly and should a child fall out of eligibility during any term, fees will become payable.

If there is request for a reduction in hours, the school reserves the right to review its offer and to re-apply the application rules alongside other children on the wait list to determine whether the 30 hours place can continue be offered.

2.8 Additional hours (fee paying)

A further 15 hours per week in addition to the 15 hours' free early years' education are available for families who are not eligible for the funded 30 hours free childcare on a fee-paying basis. This care is provided in the Nursery School setting but is offered through Batford Day Care Ltd in accordance with its admissions criteria and terms and conditions.

2.9 Meals, consumables and wraparound care

It should be noted that the cost of consumables e.g. nappies, creams, etc. is not included in either funded or fee-paying provision: a charge will be made to cover these costs.

Meals and snacks are provided via Batford Day Care Ltd and will be invoiced in accordance with the Day Care charges in force.

Holiday care and wrap around hours (between 7.30am and 6pm) are also available through Batford Day Care.

3. Roles and Responsibilities

All staff are expected to follow this policy when advising prospective parents and admitting children to Batford Nursery School.

The Headteacher will ensure that:

- Children are admitted in accordance with this policy
- The school application/registration forms are compliant with the GDPR (Data Protection).
- There is good communication between the Nursery School and Day Care settings

The **Governing Body of Batford Nursery School** will ensure that:

- The admission arrangements are reviewed annually and consultation takes place on changes as appropriate
- The admission arrangements are made available to parents and prospective parents.
- An admissions register and register of continued interest is kept.