



## Sandy Lane Primary School Policies

Nursery Admission Policy		
Type of policy	Statutory	
Policy owner	HT	
Committee reviewing policy	AQAO	
Date last reviewed	July 2018	
Date of next review	January 2019	
On school website	Yes	
Change Control between reviews		
Date	Owner	Changes made
July 2018	NDw	Change to admissions criteria, added in c & d

# Sandy Lane Primary School

## Nursery Class

### Admission Policy

**2017 - 2019**

All schools will follow the local authority published co-ordinated admission arrangements.

The individual arrangements for Sandy Lane Primary School are as follows:

Sandy Lane Primary School has a 26 place nursery. This comprises of 26 places in the morning session and 26 places in the afternoon session.

Morning sessions will run from 8.45am to 11.45am.  
Afternoon sessions will run from 12.15pm to 3.15pm  
All day sessions will run from 8.45am – 3.15pm

Sandy Lane Primary School will admit 26 for Universal places (15 hours) and 13 for extended places (30 hours).

If we are able to offer places for children who are not entitled to extended places then we will charge as follows:

<b>Academic year</b>	<b>Charge per AM or PM</b>	<b>Charge per week</b>	<b>Charge per 6 week half term</b>
2017-18	£10	£50	£300
2018-19	£10	£50	£300

Charges are payable for a half term at a time in full in advance and vary according to the actual number of sessions in that half term. See also Terms and Conditions.

Applications will be processed as follows:

<b>If the child is 3 on or between:</b>	<b>Applications to be made to nursery by:</b>	<b>Eligible for a nursery place at the start of the following term:</b>
1 Jan and 31 March 2018	31 January 2018	Summer Term (April)2018
1 April and 31 August 2018	30 April 2018	Autumn Term (Sept) 2018
1 September and 31 Dec 18	30 September 2018	Spring Term (January) 2019
1 Jan and 31 March 2019	31 January 2019	Summer Term (April)2019
1 April and 31 August 2019	30 April 2019	Autumn Term (Sept) 2019

If the school receives the same number or less than the published number of available places for universal entitlement then they will admit more extended entitlement places up to their admission number. No places will be held back for children moving into the area or applying later.

If after the offers have been made and a place becomes available at the nursery it will be offered according to the published criteria and numbers available under each entitlement.

## **1. ADMISSIONS CRITERIA**

### **26 PLACES FOR UNIVERSAL ENTITLEMENT (15 hours)**

- 1.1 Where a school receives more applications than places available then children should be admitted in the following order:
- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
  - b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
  - c) Children who live in the designated area of Sandy Lane Primary School;
  - d) Children who have siblings at Sandy Lane Primary School and who will still be attending at the time of the child's admission to nursery;
  - e) Other children by age order (admitting eldest first).

## **2. ADMISSIONS CRITERIA**

### **13 PLACES FOR EXTENDED ENTITLEMENT (30 HOURS)**

- 2.1 Where a school receives more applications for an extended entitlement place than those available then children should be admitted in the following order:
- a) Children undergoing an Education, Health and Care Plan needs assessment or with an Education, Health and Care Plan (which names the school);
  - b) Children in public care (looked after children), or a child who was previously looked after or fostered under an arrangement made by the Local Authority (see definition under explanatory notes);
  - c) Children who live in the designated area of Sandy Lane Primary School;
  - d) Children who have siblings at Sandy Lane Primary School and who will still be attending at the time of the child's admission to nursery;
  - e) Other children by age order (admitting eldest first).

Once children are admitted, their place cannot be withdrawn if a subsequent older child applies.

Extended hours places will be withdrawn if the parent's eligibility code is not reconfirmed by the cut-off date and the parent does not pay for the place.

### **3. TERMS AND CONDITIONS**

- a) All parents applying for a Nursery place for their child must provide the following:-
- Parent's National Insurance number
  - Parent's DOB
  - Child's birth certificate

This information is required by the Local Authority to validate funding for either 15 hours or 30 hours.

- b) All children are eligible for 15 hours Nursery provision from the term after they are 3 as in the table above. (Universal provision)
- c) In addition, children may be eligible for 30 hours free care (Extended provision). To prove eligibility, parents must obtain a code from HMRC and must provide that to the school by the cut-off period stated by the school.
- d) If a valid code is not received by the school by the stated cut-off, then the extra 15 hours will not be funded and the extended place will be withdrawn.
- e) Parents without a valid code who still want an extended 30 hours place will be invoiced and must pay in full and in advance for each half term. As an example, for a 6 week half term in 2017-18, the charge would be £300. (£10 x 5 sessions x 6 weeks). Daily or weekly payment will not be accepted as this causes a significant administrative burden to the school.
- f) If payment is not received by the date on the invoice, then the extended place will be withdrawn. If a parent who has had a place subsequently obtains an eligibility code, they may apply to the school for an extended place but this is not guaranteed and will be determined by the admission criteria above.
- g) Parents who have paid for an extended hours place are not eligible for a refund should their child miss a session for any reason.
- h) Parents with a 30 hour code must reconfirm their code every three months as detailed by HMRC. HMRC will issue reminders. In the event that a code is not reconfirmed by the cut-off date, the child will no longer be eligible for a full time funded place and will be invoiced for the additional 15 hours per week which must be paid in advance as above or the additional 15 hours place will be withdrawn.
- i) All parents must provide lunch for their child if they are staying for 30 hours.
- j) Sandy Lane Primary School cannot be held responsible to send reminders to reconfirm codes or settle disputes between parents and HMRC. We strongly advise parents to follow Government Guidelines available on their website.