



Avonmouth C of E Primary School and Nursery

Nursery Admissions Policy

Rationale

Avonmouth C of E Primary School is committed to providing a clear and transparent Nursery Admissions process that ensures equal access.

Aims

To provide the necessary information to enable parents to

- make informed decisions on choice of Nursery
- request a Nursery place
- understand their responsibilities when entering into a parent/school relationship.

Parental Entitlement

All children aged 3-4 are entitled to 15 hours of free childcare per week during term-time. Parents can claim those 15 hours from the beginning of the Term after their child's 3rd birthday.

Some children are entitled to an additional 15 hours of free childcare per week ie 30 hours per week in total. To be entitled to 30 hours of free childcare per week all parents in the child's household must be working and each must be earning the equivalent of 16 hours per week of the national minimum wage but no more than £100K. 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.

Once an 11-digit code is obtained, parents should bring this along with their National Insurance Number and child's date of birth to enable us to check it is valid. For further information visit www.childcarechoices.gov.uk.

If parents do not provide the school with a valid code before their old code expires they will no longer be eligible for 30 hours of free childcare per week. In this case the child will only be able to attend the 15 hour morning sessions.

How to Apply for a Place

Parents who would like to apply for a place for their child at our Nursery should or please request an application pack from the School office. Forms should be



completed and handed in to the school office with the child's original birth certificate. You can register your child for a place in our nursery after their 2nd birthday.

The date a parent/carer can start claiming depends on their child's birthday.

Child's birthday	When childcare can be claimed
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August September	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

How we Allocate Nursery Places

Although we try to accommodate all children whose parents/carers would wish them to come to our nursery school, we do have limited spaces and sometimes this is not possible. In these cases priority for allocating place will be as follows.

1. Children Looked After aged 3 by the end of August.
2. Siblings

Where there are siblings in attendance at Avonmouth CE Primary School and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Geography

Children living closest to the school as measured in a direct line from the home address to the school. The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the school will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

Priority to spaces in the morning sessions will be given to parents requesting 30 hours for 2017-2018 academic year.

Offer letters are sent to parents/carers in the first two weeks of the term prior to the child starting Nursery. Places are only offered once codes have been validated by Bristol L.A. Parents must confirm acceptance of a place within 7 days of the offer

letter. Nursery places are limited, therefore if an offer is not accepted within the timeframe the place may be forfeited and offered to someone else.

Admission procedure begins with a letter from school inviting them in for an open session, accompanied by a slip to send back to the school, which will indicate if you wish to accept a place.

Parents will get a phone call from the School office to arrange a date and a time when two members of staff will visit you and your child in your home. This enables us to meet your child and complete any necessary paperwork. You will be given a start date when your child will start nursery.

Grace Period

Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again, 2 weeks before if they have not reconfirmed. Remind parents they need to reconfirm when asked by HMRC. If parents miss the deadline, their code becomes ineligible and the grace period will come into effect.

If a child who has a 30 Hours Code becomes **ineligible** during the first half of a term, the child will be funded **until the end of that term** or for as long as they remain under compulsory school age, whichever is shorter. If a 30 Hours Code becomes **ineligible** during the second half of a term, the child should be funded until **the end of the following term** or for as long as they remain under compulsory school age, whichever is shorter. Ineligibility would only affect extended hours – the child can still have their Universal hours

Appeals against Admission Decisions

Parents who wish to make a complaint about the way that the school has applied its admissions criteria should follow the School's Complaints Policy, which can be found on the school website.

Transition to Reception

Parents should be aware that a place at Avonmouth CE Nursery does not guarantee a place in Avonmouth CE Primary Reception. Parents will be given details and support to complete an application for the school.