



# Hylton Red House Nursery School Admissions Policy

## Our Core Values

Integrity	Independence	Responsibility	Enjoyment	Achievement	Partnerships	Inspirational
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## Our Vision

We aim to ensure everyone is inspired to achieve, enjoy and develop together. Through a safe, stimulating, child-centred environment we can build strong partnerships with families and the wider community.

## Equality and Diversity

At Hylton Red House Nursery School, we value and respect the diversity of individuals, our local community and the wider world. We seek to recognise our differences, to understand the needs of people within the groups identified as having protected characteristics and to ensure no one is treated less favourably through our policies and practices. The nursery upholds the values at the heart of the United Nations Convention on the Rights of the Child (UNCRC) and places them at the centre of our planning, policies, practice and ethos. Hylton Red House Nursery School is committed to supporting children with SEND. Our dedicated team work together to provide the support needed for children with SEND.

The fundamental British values embedded within the Early Years Foundation Stage Curriculum are upheld in all we do. Hylton Red House Nursery School seeks to protect children from, and build resilience to, radicalisation and extremist views.

## Rationale

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. Parents from outside the catchment area are welcome to apply but in the case of the school being oversubscribed the under mentioned criteria would be taken into consideration.

## Introduction

The government ensure that all children aged 3-4 years are entitled to 15 hours of free education per week - Free Early Education Entitlement (FEEE). In addition, families who meet certain eligibility criteria are also eligible for FEEE. This includes 15 hours per week for eligible 2 year olds and 30 hours per week for eligible 3 - 4 year olds. This is on a term-time only basis.

In total, we can offer 40 places for eligible 2 year olds, and 120 part-time places for 3-4 year olds.

## 2 year old FEEE entitlement:

At Hylton Red House Nursery School we offer places for eligible 2 year olds. The 15 hour free early education scheme can be accessed across 5 x 3 hour sessions on a morning or an afternoon.

## Our 2 year old sessions are as follows:

Morning Session	8.40am -11.40am
Afternoon Session	12.40pm -3.40pm

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## **3 and 4 year old FEEE entitlement:**

Hylton Red House Nursery School offers 3 and 4 year olds the entitled 15 hours weekly free nursery education for 38 weeks per year during term time. The free entitlement can be shared between more than one setting. Parents will be required to sign a parent / carer contract stating when and where children are accessing their 15 hour free entitlement, if it is across more than 1 setting.

## **Our nursery sessions are as follows:**

Morning Session 8.40am -11.40am

Afternoon Session 12.40pm -3.40pm

The 15 hour free entitlement can be made up of using 5 x 3 hour sessions on a morning or afternoon. Additional sessions can be purchased subject to availability and the completion of a Childcare contract.

## **3 and 4 year old 30 hour offer:**

Hylton Red House Nursery School offers 26 full time equivalent (FTE) places to eligible families. Sessions run 9.00am - 3.00pm, with lunch. Additional wrap-around sessions can be purchased subject to availability and the completion of a Childcare contract.

## **How to apply for a place**

### **Applying for a 2 year old place:**

Currently, we only accept 2 year old admissions from families who are eligible for the Government early education funding. You must be getting one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- support through part 6 of the Immigration and Asylum Act
- tax credits and have an annual income under £16,190 before tax
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education health and care plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, you can start claiming after they turn 2. The date you can claim will depend on when their birthday is (see below).



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## Applying for a 3 or 4 year old place:

You can start claiming free early education after your child turns 3. The date you can claim will depend on when their birthday is (see below). This is the same for eligible 30 hours places.

Child's birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

## Procedures

### Registration procedure

- The school uses Sunderland's City Council Registration for Admission to Nursery Schools.
- The school uses Sunderland's City Council eligibility procedures, and electronic portal for checking eligibility.
- Parents are able to apply for a place for their child following their second birthday.
- To apply, come along to the school office to complete registration forms. You will be requested to provide sight of your child's birth certificate or passport.
- The registration procedure does not operate on a "first come first served" basis. The length of time someone is on the waiting list does not influence the decision on places.
- Priority of nursery places will be given in age order, oldest first - ie. children who attain the age of four during the school year following their admission to Nursery in September.
- All parents will be asked to sign a contractual agreement and will support our home/school agreement.

### How we consider applications

### Admissions procedure

- The Head teacher will consider the list of children registered for a place. If we have sufficient places, all eligible children will be accepted. Parents will be advised whether their child has a place - usually within the following timescales: following the Easter holidays for September start, in November for places in January and in February for places in April.
- In the event of oversubscription (the Nursery having more names registered than places - where Date of Birth has been considered) the parents will be contacted and asked to complete an admissions preference form. Places are then allocated using the criteria outlined in Appendix 1.
- If a space becomes available mid-year, it will be offered to the next child on the waiting list, according to criteria.
- If we are not able to offer your preferred attendance pattern eg. You indicated a preference for a morning part-time place and an afternoon part-time place is offered (or vice versa), you may request to be added to a waiting list for preference should a space become available.



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## Deferred entry to Primary School

Parents who choose to make an application to defer entry to Reception will be supported on a case by case basis, if the nursery agree that this would be in the best interests of the child. Please see the School Admissions Code, and latest government policy for further information.

## Appeals Procedure

If you wish to appeal the decision made during the appeals procedure, please do so in writing to the Chair of Governors in the first instance. Please note, we cannot consider appeals where a parent has not been offered their preferred attendance pattern – but you may request to be added to a waiting list for preference should a space become available.

## Consultation

Within our admission procedures and on-going practise, we consult with:

### Parents

- We consult with families about how the setting operates to ensure we accommodate a broad range of family needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

### Children

- We take the best interests of each child into full account upon making decisions regarding admissions. This includes taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

### Governors

- The full governing body approve the policy annually, and review procedures every seven years to ensure we meet the needs of parents.
- Procedures were last changed in January 2015.

## External Sources and References

- Sunderland 'Education and learning' Web page  
<http://www.sunderland.gov.uk/index.aspx?articleid=1586>
- <https://www.gov.uk/schools-admissions>
- Open letter from Nick Gibb - September 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf)
- <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

## Links to Other Documents

*This policy is written with due regard to the following legislation:*

- School Admissions Code: Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels (DfE)

<https://www.gov.uk/government/publications/school-admissions-code--2>

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# Hylton Red House Nursery School Admissions Policy

- Induction and Transition Policy
- Accessibility Plan
- Equality and Diversity Policy
- SEND Policy
- Home Visits Policy and Procedures

Date of policy update: April 2017

Date for Review: April 2018

Approved by:

Signed by Chair: \_\_\_\_\_



# Hylton Red House Nursery School Admissions Policy

## Appendix 1:

The 2017-2018 Local Authority admission criteria for Community and Voluntary Controlled schools is as follows:

(i) 'Looked-after' child - a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangement order, residence order or special guardianship order).

(ii) A sibling link - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school or the junior school for which the preferred school is the feeder infant school, at the time of admission.

(iii) Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information which you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).

(iv) Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered on the basis of distance from the centre of the home to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a Geographical Information System (GIS).

Where a pupil has an Education, Health and Care Plan or a statement of special educational need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

It will be possible for Infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births, or of armed forces personnel.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.



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## Appendix 2:

### Statement from LA - Summer Born Children

While we recognise the content of Nick Gibbs's note of September 2015, particularly with reference to Summer Born Children at this point in time this policy change has not been recognised by Parliament and is not recognised within statute. With that in mind Admissions Authorities are not able to operate their admissions policies according to this communication. The statutory school admissions processes operated by Admissions Authorities are instead determined according to the 2014 School Admissions Code. The 2014 Admissions Code does make allowances for the parents of summer born children to apply to place their child in a year group outside that which would normally be considered their standard year group. However, this process is subject to greater rigour than the model implied in Nick Gibbs's statement. Consequently the process as applies to Summer Born Children in Sunderland is as follows;

- Children born between 1 April and 31 August are not required to start school until the September following their fifth birthday, at the point that children in their age group are moving from reception to year 1.
- At that point parents should seek a school place for their child. In many cases this would involve a parent making an in-year application for a year 1 place at their preferred school(s).
- However should, parents wish their child to be admitted to reception and not year one they can make a request to the relevant Admissions Authority that they are admitted outside their normal age group. This would involve applying for a reception place through the standard school place preference process.
- Any request will be considered on its own merits and based on the specific circumstances and evidence put forward by the parent (and any other professional who may add value to the request).
- Given that the Code identifies that it is for the Admissions Authority to establish the merits of the case where the application relates to either an academy or Voluntary Aided School place the application will be referred to the relevant body to establish whether a reception place will be offered or, alternatively, there is the expectation that the child starts in year one. There are no specific criteria on what would constitute a reception admission as opposed to a year one admission other than that the decision must be in the child's best interest. However, the admissions code makes reference to the following 'This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely'
- Where the relevant body is a Local Authority Maintained School the local authority will consider the request in conjunction with the Headteacher and relevant professionals at the schools identified in the school place application. Given the above we are not able to offer any guarantees at this point that any child will be able to secure a reception place. This would be established at the point that the Council receives for a reception place, as part of the normal admissions process. Until further directed this is the process that the Local Authority will apply to all requests related to Summer Born Children. However,

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should Nick Gibbs's proposals, as outlined in his September 2015 letter, be adopted by parliament and reflected in an updated School Admissions Code it will be that process that will be applied to any application for a school place. The government have stated that they will consult on this issue before implementation but as of yet no consultation date has been announced other than 'early in the new year'. It should also be noted that should any application for a school place outside a child's 'normal year group' be successful this still does not guarantee a place at her chosen school as, should the school in question be oversubscribed in the reception class, the application will still be subject to the wider admissions criteria and will be given equal weighting to all other applicants in that admissions round.