



Greenfield Nursery School

# Admissions Policy

## **Rationale**

Greenfield Nursery School aims to provide a fair and transparent admissions system. Greenfield Nursery School offers a high quality early years education for families in the local community. Priority for Nursery will be given to children attending Greenfield Pre-School class. Priority for Greenfield Pre School will be given to those eligible for 2 year funding.

### **Nursery Class:**

**The Local Education Authority will no longer be co-ordinating Nursery admissions from September 2018 and parents/carers will need to make direct applications to setting/s of their choice.**

**The nursery class** will operate a single intake in September, enabling children to take up their nursery place in the September following their third birthday. Occasionally, subject to availability, children may be invited to attend the nursery sooner than this date, though always in the term after their third birthday. Attendance in the nursery class is either 5 morning or 5 afternoons.

When children are offered a place in the nursery class parents are asked for their preference for a morning or afternoon place, but there is no guarantee that they will be offered the session they prefer. There is no right of appeal for morning or afternoon places. Formal confirmation of the place is sent by post including an invitation to new parent/child and a start date

**Should the Nursery be oversubscribed the following criteria will be followed for all the applications received by the closing date**

**Rule 1: EHC** section 324 of the Education Act 1996 requires the governing bodies of all Maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

**Rule 2: Children looked after by the local authority**, including children who were Previously looked after but were then 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 go to the school.

A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule and must clearly demonstrate why it is the only school that can meet the child's needs.

**Rule 5: Sibling Children** who have a sibling on roll of the school at the time of application.

**Rule 6: Attends Greenfield Pre-School** at the time of the nursery application.

**Rule 7: 30 Hour** Children who are applying for 30 hours.

**Rule 8: Any other children, in order of date of application**

The rules are applied in the order they are stated. If more children qualify under a particular rule than there are places available then the next rule will be applied.

**If there are fewer application than places available all applicants will be admitted**

`Greenfield Pre-School', do not use the admission rules, as printed above, when offering free early education places.

Pre-school allocations, whether it is free funding or fee paying, are subject to availability of places and by agreeing to the 'Terms and Condition'. You may add your child's name to our waiting list if there are not available spaces at the time of enquiring.

Pre-school can take children from 2 years of age.

Parents can pay to send their children to Pre-School for a minimum of two sessions a week.

Pre-School are able to offer 2 year old free funding, if families meet the criteria, and 3 year old free funding.

Children will be offered places according to their date of birth starting with the oldest children.

Children become the correct age for a place in Greenfield the term after their second birthday.

When a place becomes available the office will make contact by phone or email to discuss availability and parent's needs.

Formal confirmation of the place is sent by post including an invitation to new parent/child and a start date.

Parents are requested to bring their National Insurance details and their child's birth certificate and NHS number to the open session where all essential paperwork will be completed.

Parents will be asked to complete a fees agreement which states terms and conditions for payment of fees etc. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.

## Guidance for parents/carers of summer born children in Nursery

### **Reception entry and summer born children**

School are required to offer a place in a reception class the September following the child's fourth birthday. Legally however, a child does not have to start school until the start of the term following their fifth birthday.

The government has amended the school Admissions Code to allow summer born children to be admitted to the reception class at age of five if this is the parent's choice. Summer born children are those born between **1<sup>st</sup> April and 31<sup>st</sup> August.**

**Summer born children who decide to stay in nursery will continue to receive funding for the hours a child is attending up to 15 hours per week, 570 hours per year: parents will not have to pay for the 15 hours.**

**We would strongly recommend that any parent who is considering this option discuss with us first so that we can ensure the best needs of your child are met.**

# 30 hours free childcare

Check your eligibility on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or visit [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

## What is 30 hours free childcare?

This entitlement for working parents of three and four year old children was introduced in September 2017. This is an additional 15 hours per week entitlement in addition to the child's existing 15 hour free education place.

This entitlement of 30 hours free childcare is offered at Greenfield Nursery School term time only, 38 weeks of the year.

## Who is eligible for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare.

- They earn or expect to earn the equivalent to 16 hours at the National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c. £5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on a zero contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave. Or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA (European economic area) national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,00

Either parent is a non-EEA (European economic area) national and subject to immigration control (and has no recourse to public funds)

For up to date information on eligibility please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents)

## How will the school know who are their eligible parents?

It will be a parent's responsibility to apply for 30 hours free childcare via the online HMRC eligibility checker. Parents will receive an eligibility voucher code if they are eligible (**which is 11 digits long**) which they must show their chosen provider, along with their national insurance number and their child's date of birth.

## Are families eligible for the whole year once they receive a voucher code?

No, parents have a responsibility to re check their eligibility every three months with HMRC.

**When can parent/carers apply?**

Parents can apply when the child reaches 2 years 39 weeks old.

Greenfield can offer your child 30 hours free early education