



## Bugthorpe CE Primary School

### Nursery Admissions Policy

#### 1 Introduction

- 1.1 Children can be admitted to the Nursery Class at the start of a term following their third birthday, if places are available. Attendance will either be on a part time basis (up to 15 hours) or a full time basis (30 hours). All children who are three and four are entitled to 15 hours of funded childcare.

*Some working parents may be entitled to an additional 15 hours of funded childcare. To qualify for this, both parents need to be working a minimum of 16 hours per week. To check eligibility, please go to [www.gov.uk/apply-30-hours-free-tax-free-childcare](http://www.gov.uk/apply-30-hours-free-tax-free-childcare). If you are eligible, please ensure that you give the code in your childcare account to Mrs Sunderland, along with your National Insurance number and proof of your child's date of birth.*

*Where parents do not qualify for the full 30 hours, it may be possible to apply for additional hours (at a charge) if spaces are available. Further details are available from Mrs Sunderland.*

*As this is a school nursery, it operates during term times only. There is a charge of £4 for lunchtime supervision which includes a school dinner.*

*Our Nursery session times are:*

*Morning: 9am – 12pm, Lunchtime: 12pm – 12.30pm, Afternoon: 12.30pm – 3.30pm*

#### 2 Applications

- 2.1 Applications for nursery places are made directly to school. Please contact the School Office for further information. Our admission limit for nursery provision is twelve children per session, as long as there are no more than 30 children in the class. The admission limit may vary from year to year according to the total number of children in the Foundation Stage Unit.

#### 3 Duration and transfer to full time education

- 3.1 Children may stay in the Nursery (Foundation Stage 1 or F1) until they transfer to a Reception class (Foundation Stage 2 or F2). At Bugthorpe School, children will remain in the same class, but the Reception class pupils are entitled to a full time education. This can take place from the September of the academic year in which the child achieves his or her fifth birthday; or later that year, if parents wish.
- 3.2 Unfortunately, we cannot guarantee a place in the Reception(F2) class, even if a child has attended our Nursery. A separate application must be made through the Council's normal School Admissions procedure. Again, please contact the School Office for further information.

#### 4 Infilling

- 4.1 If parents do not take up their full entitlement, we may infill (offer sessions to other families) as long as the admission limit of 30 children in the class is not exceeded.
- 4.2 When infilling nursery places, it is possible that we may not be able to offer families their full entitlement. In this case, we will inform parents that they may use another provider to access the balance of their entitlement.

#### 5 Allocation of places

- 5.1 The application deadline dates are: 30 April for the Autumn Term, 30 September for the Spring Term, and 31<sup>st</sup> January for the Summer Term. If, at the deadline date, there are more places available than applications, all children will be offered a place.

Subsequent applications are offered places until the provision is full. Once full, applications are placed on a waiting list, and allocated according to the following criteria.

## **6 Over subscription, casual and out of catchment applications**

### **6.1**

- Looked After Children in the care of the Local Authority;
- Children who have an Education Health Care Plan;
- Children who have identified special educational needs, and are supported by the Local authority. Children who have significant social or medical needs and their application is supported by an appropriate professional.
- Children resident in the catchment area of the nursery.
- Children with siblings currently attending our school.

Children will be ranked according to age and places will be offered to the oldest children first.

Casual applications may be made to school part way through term. If a place is available, children will be admitted to nursery then. If not, they will be placed on the waiting list.

## **7 Siblings**

- 7.1 If a case arises where there are insufficient places available for twins, or other multiple births, the school will work with the family to find a solution. Unfortunately the admissions limit cannot be exceeded, even in this situation.

## **8 Waiting Lists**

- 8.1 When the nursery is full, a waiting list will be established in the over subscription priority order. New applications will also be added to the waiting list in this order. We will make every effort to admit children at the earliest opportunity, but acknowledge that families may want to seek an alternative provider.

## **9 Refusal of admission and withdrawal of offers**

- 9.1 A child may be refused admission if the nursery has reached the admission limit, or the child is not of the appropriate age.
- 9.2 The admission limit may vary from year to year according to the total number of children in the Foundation Stage Unit.
- 9.3 The offer of a place may be withdrawn if it can be shown that the parent has misled school in the initial information they provided.
- 9.4 The Governing Body makes the final decision on admissions.

## **10 Monitoring and Review**

- 10.1 This policy is monitored by the Governing Body, and will be reviewed every two years or earlier if necessary

**Signed:**

**Date:**

Appendix – Definitions for the Nursery Admissions Policy

Nursery Age and Statutory School Age	<p>Children are deemed to be of nursery age from the term after their third birthday until they reach statutory school age which is the term after their fifth birthday.</p> <p>For these purposes, terms are :-            Autumn term - 1 September – 31 December            Spring term - 1 January – 31 March            Summer term - 1 April – 31 August</p>
Free Early Years Provision	All children are entitled to 15 hours free early years provision from the term after their third birthday until they reach statutory school age, and this provision is available for 38 weeks per year.
Extended Early Years Provision	Additional 15 hours free Early Years provision, if eligible. Please see <a href="http://www.gov.uk/apply-30-hours-free-tax-free-childcare">www.gov.uk/apply-30-hours-free-tax-free-childcare</a>
Code of Practice	Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 Year Olds.
Provider Agreement	Agreement which all schools and providers are required to sign in order to receive early years funding.
Admission limit	The number of children that a school can admit to free Early Years provision is determined by the physical space that it has available and the staff to children ratio. Each school will determine the maximum number of children that it can admit at any time and may admit up to this number. The admission limit may vary from year to year according to the total number of children in the Foundation Stage unit.
Looked after Children	A looked after child is a child who is in the care of the local authority or is provided with accommodation by that authority (see section 22 of the Children act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department.
Child's Residence	Children are normally deemed to be resident with their parents, or those with parental responsibility and evidence may be required to confirm home address. Where a child spends time at two different homes, the one where the child spends the majority of school nights will be used for application purposes.
Appropriate Professional	GP, Consultant, Educational Psychologist, Portage Worker, Speech & Language Therapist etc.
Catchment Area	The catchment area is the approved catchment area for the school which is used for school admissions.

