

Beaford Community Primary & Nursery School



Nursery Admissions Policy and Oversubscription Criteria

January 2019

Policy Updated: 29th January 2019

Policy Review Date: January 2020

As a community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria set by DCC must be followed by community schools.

These arrangements seek to comply with the government's School Admissions Code, the Provider Agreement, the Early Education and Childcare Statutory Guidance for Local Authorities and the Co-ordinated Admissions Schemes of Devon County Council, the local authority (LA) for this area.

1. The Ethos of Beaford Community Primary & Nursery School

Promote and develop lifelong learning for all within our community.

Through everything we do at Beaford, both now and in planning for the future we are committed to providing for all learners:

- A challenging, personalised and inclusive curriculum that is both creative and stimulating.
- A safe, honest and secure learning environment where every individual feels valued and respected.
- High expectations of the learning journey where individuals will engage, reflect, persevere and take ownership

2. Early Years Education Funding for two-, three- and four-year-olds

- 2.1. All three- and four-year-olds are entitled to a free early years education place for 570 hours a year over no fewer than 38 weeks of the year. Some children whose parents are working will be entitled to 1140 hours a year.
- 2.2. Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our foundation stage unit (FSU) is an approved provider and can admit two-year-olds from the start of the half term following them turning 2 ½.
- 2.3. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

- 3.1. Beaford Community Primary & Nursery School admits:
- Eligible two-year-olds funded from the half term after they are 2½
 - Eligible three year olds that meet the criteria for two year old funding
 - Non-funded two-year-olds from the half term after they are 2½
 - Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
 - Early Years funded three- and four-year-olds from the start of term following their third birthday.
 - Non-funded three- and four-year-olds from the start of term following their third birthday.

4. Points of Admission to nursery

- 4.1. Generally, children will start at nursery at the beginning of a term. Eligibility for the Early Years Education Funding for two-year-olds is from the start of the term following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

2 or 3-year olds children are eligible for funding:		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 4.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for **full-time**

admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 9.00am to 12.00pm and 9.00am – 1.15pm during term time only
 - All day sessions of 9.00am to 3.30pm during term time only.
- 5.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.15pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- 6.2. Families that need a longer day can take funded nursery places in our before and after school provision. These sessions are:
- 8.00 – 9.00 before school and
 - 3.30 – 4.30 after school.
- 6.3. The provision before and after school will differ from the core early years provision between 9.00am and 3.30pm, as there will be older children attending.
- 6.4. Before and after school childcare provision is made for all children (aged 3-11). The school manages this service, and this means that the Early Years Funding for three- and four-year-olds can be offered between 8.00am and 4.30pm making our nursery provision extremely flexible.
- 6.5. When allocating places, the school take these extended services for three- and four-year-olds to be an integral part of the nursery provision.
- 6.6. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement they can do this during any of our opening times. We sell additional sessions at £3.80 an hour. Complete sessions must be paid for.
- 6.7. The table below sets out our session times. When applying for a place please use the schools admission form and tell us what sessions you need on the form. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours
8.00am – 12.00pm	4
8.00am – 1.15pm	5.25
9.00am – 12.00pm	3
9.00am – 1.15pm	4.25
8.00am – 3.30pm	7.5
8.00am – 4.30pm	8.5
9.00am – 3.30pm	6.5
9.00am – 4.30pm	7.5

- 6.8. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15 OR 5 + 5 + 5 = 15

7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#)¹.
- 7.3. Details about buying additional sessions/hours in the nursery are set out in the schools Charging and Remissions Policy available on the school's website.

8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers Computershare, Fidelity and Sodexo and Edenred. If your employer has a different voucher scheme please contact the school office to discuss your requirements.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#)

9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must apply through the Citizens Portal https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit Beaford Community Primary & Nursery School, you should contact the school to make an appointment.
- 10.2. Most children will start at the nursery at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 10.3. To apply for a place here you must use the Nursery Application Form available from the school office.
- 10.4. Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school;
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.

¹ The Provider Agreement is regularly updated so please make regular visits to the document.

- 10.5.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

11. How to apply for a nursery place

- 11.1.** Parents must complete the application form at the end of this document.
- 11.2.** The closing dates for applications for the nursery/foundation stage unit intake are: 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

12. Information provided in an application

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.
- 12.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.3.** You will be asked to provide date of birth evidence so we can check your child's age.

13. What happens next

- 13.1.** If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.
- 13.2.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3.** By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.
- 13.4.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

14. Overview of the Admissions Process - – EYEF 3 Year Olds

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
2) Visit the nursery in:	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in:	May	September	January
5) Receive a letter about	May half term	October half term	February half term

your application before:			
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

15. The Admissions Process – 2 ½ year olds

Children become eligible for a place when they were born:	On or after 1st Oct & on or before 31 Nov	On or after 1 Dec & on or before 14 Feb	On or after 15 Feb & on or before 30 April	On or after 1 May & on or before 30 June	On or after 1 July & on or before 14 Aug	On or after 15 Aug & on or before 31 Sept
Apply by:	1 March	1 May	1 July	1 Sept	1 Nov	1 Jan
Admissions panel meet in: (if oversubscribed)	March	May	July	September	November	January
Receive a letter about your application before:	Easter Holiday	May half term	Summer Holiday	October half term	Christmas Holiday	February half term
Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school.						
Start at Nursery/FSU (or at the start of term closest to that month)	Summer half term term	Autumn term	Autumn half term	Spring term	Spring half term	Summer term

16. Published Nursery Admissions Number (PNAN)

- 16.1.** This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
- 16.2.** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published on the school website
- 16.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 16.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2018/2019

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	26 – depending on Reception numbers and sessions this will change annually
The maximum number of 2 ½ -year-old children that will be admitted at any one time:	4 - depending on Reception numbers and sessions this will change annually

- 16.5.** Where the number of applications exceeds the number of places available the governing body will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the nursery the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this nursery.
3. Children who live in the designated area and are eligible for two-year-old funding.

These parents will have a Golden Ticket. Those that do not have Golden Tickets can check their eligibility through the [Citizens Portal](#).

4. Children who live in the school's designated area who have a sibling at the school.
5. All other children who live in the designated area.
6. Children who live outside of the designated area with a sibling at the school.
7. Children who live outside the designated area who are eligible for the early years funding for two-year-olds.
8. Other children.

17. Waiting lists

- 17.1. Following the allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 17.2. If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 17.3. Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [Note of Interest](#) form and told when they should apply.

18. Increasing the hours attended

- 18.1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they can be offered to parents of children who are

already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

19. Admissions appeals

- 19.1.** If a nursery place is refused, parents can go through the schools complaints process to express their concerns. The governing body will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

20. Transport

- 20.1.** No transport is available for nursery children.

21. Uniform

- 21.1.** Children attending Beaford Community Primary & Nursery School are not expected to wear a uniform, but may choose to wear a green sweatshirt with the school logo on it. These can be purchased from Instant Images in Torrington. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the nursery is optional.

22. Claiming the Early Years Education Funding

- 22.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 22.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 22.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

23. Changes to attendance

- 23.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- 1) New applications from parents whose children do not yet attend the nursery.
 - 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends
- 23.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

24. Induction and transition arrangements for starting nursery/FSU

- 24.1.** Before a child is enrolled, we provide opportunities for the child and their parents/carers to visit the setting. We use settling in visits and the first session at which a child attends to explain and complete with their parents the documents building a picture and the nursery hours contract.
- 24.2.** Before a child starts to attend, we explain the process of settling-in with their parents/carers and jointly decide on the best way to help the child to settle into the setting.

24.3. We judge a child to be settled when they have formed a relationship with the adults in the setting for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities. If your child is attending before they receive their Early Years Funding at 3 years old and we feel they are not developmentally ready to access our mixed aged setting we will plan with you a very gradual settling and environmental development program to ensure the wellbeing needs of your child are met.

24.4. When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. If your child is upset and we are unable to settle them after a period of time we will contact you or your named adult.

25. Contacts and further information

Acting Head of School Emily Mayo	E-mail:	admin@beaford-primary.devon.sch.uk
	Telephone:	01805 603263
	Website:	www.beaford-primary.devon.sch.uk

26. Policy Version

26.1. This policy was determined by the governing body 29th January 2019

Beaford Community Primary & Nursery School Nursery Application Form

Details About Your Child:

Surname:		Legal Surname:	
Forename:		Middle Name:	
Date of Birth:		Gender:	
Address:			
Telephone:		Mobile:	
Email:			
Does the child have a brother or sister attending this school?			
Is your child looked after by a local authority (child in care)? If Yes, which local authority?			
Does your child have any additional needs or a disability? If yes please provide details.			
Does your child have any medical conditions – i.e allergies, special dietary needs? If yes please provide details.			

Date sessions required from:	
Do you want to split your entitlement between 2 different providers? If Yes please provide details.	

Details about Entitlement

Funded hours are available when your child is in receipt of the 15 hours Early Years Funding (the term after their 3rd birthday). Some children are eligible for an extended entitlement of 30hpw the term after their 3rd birthday. Our nursery can accommodate 4 children who are aged 2 ½ years on certain mornings and afternoons. Please ask in the school office for further details. State times when you wish to attend. This will not impact on whether a place is available. If the nursery is oversubscribed the criteria in our admissions policy will apply.

Day/Time	Time Required	Number of Hours	Sessions Available Monday - Friday	
			Funded Hours	From 2 ½ Years
Monday			8.00am – 12.00pm - 4 hrs	Please ask in the school office for availability
Tuesday			8.00am – 1.15pm - 5¼ hrs 8.00am – 3.30pm - 7½ hrs	
Wednesday			8.00am – 4.30pm - 8½hrs 9.00am – 12.00pm - 3 hrs	
Thursday			9.00am – 1.15pm - 4¼ hrs 9.00am – 3.30pm - 6½hrs	
Friday			9.00am – 4.30pm - 7½hrs	

Signed (Parent/Carer)..... Date.....

Print Name.....

Data Protection – The information collected on this form will be processed and stored by the school in compliance with the UK Data Protection Act. The data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government departments where there is a legal requirement to do so. Should the information given be found to be fraudulent then the offer of a nursery place can be withdrawn. If you would like further information about Data Protection please see www.devon.gov.uk/data_protection.htm or contact Corporate Information Governance Team on 01392 384682. By signing and returning this form you acknowledge that you have read, understood and agree to this data processing.