

Nursery Admissions Policy

Version: V1.0 Draft

Author: Clare Flintoff

Date: 14th September 2017

Review date: by July 2018

Approval level: School/**Executive**/Board



CONTENTS

1. Nursery Admissions Policy 2017/2018
2. Session times
3. Purchased hours
4. Key Dates
5. Number of places at our Nursery
6. Oversubscription criteria
7. Supporting notes

1. Nursery Admissions Policy 2017/2018

ASSET Education Academy Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to Nursery classes in trust schools.

In setting this policy we have noted the principles outlined in the DfE School Admissions Code, the 2010 Equality Act and the Statutory Guidance for LAs on the Delivery of Free Early Education for 3 and 4 year olds. This policy will be reviewed annually and determined by 28th February.

These admission arrangements aim to ensure that:

- practices and criteria used to decide the allocation of school places are fair, clear and objective
- parents can clearly understand how places have been allocated
- Oversubscription criteria are reasonable, clear, objective and procedurally fair and comply with all relevant legislation, including equalities legislation
- Arrangements do not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group or a child with a disability or SEN
- Parents are not discouraged from applying for a place because of other school policies
- Arrangements include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

Attendance in a school's nursery class does not guarantee a place in the reception class of that or any other ASSET school as the Trust follows the Suffolk Admissions policy for entry into school.

ASSET Education Nursery classes admit children eligible for Early Education Funding. All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

Birthday	Free early education from beginning of
1 st September to 31st December	Spring Term (after Christmas holiday)
1 st January to 31st March	Summer Term (after Easter holiday)
1 st April to 31st August	Autumn Term (after Summer holiday)

2. Session times

Individual session times offered may vary between schools in the Trust but broadly we aim to offer session times that support parents to maximise the use of their child's place within the normal school day. The following may be offered:

- 3 hours per day over 5 days of the week
- 5 hours per day over 3 days of the week
- 6 hours per day over 5 days of the week (if eligible for 30 hours)

3. Purchased hours

Most schools will offer lunchtime provision and some may offer additional hours when not oversubscribed (see session times below). When charged for the hourly rate for lunchtime childcare or additional hours is set by each Nursery between £4.00 - £4.30 per hour. Parents may also purchase a school lunch at standard school lunch prices or they may provide their child with a packed lunch. Additional hours may be available

within session times by negotiation with the school. This would only be the case when the nursery is under-subscribed and after all 15 hour and 30 hour application requests have been placed.

4. Key Dates

Parents can apply for a place in an ASSET nursery at any time up until the closing date by completing the application form and returning it to the school. Closing dates for nursery admissions will be the first day of the last week of the first half term of the term prior to the term of admission. Places will be allocated and parents will hear if a place has been allocated at least 5 weeks before the end of the previous term. After this date applications for the following term's entry will be received and responded to within two weeks. It is possible for children to start nursery at any point with the agreement of the school.

Schools offer open days/session visits for parents who are thinking about applying for a place and induction days and home visits prior to nursery school entry.

5. Number of places at our Nurseries

The number of children that can be admitted to our nurseries will depend on a number of factors including

- The children who are already in attendance
- Their ages
- The floor space and the staffing ratios we must have
- The demand for places
- The ages of the children

In total our nurseries can accommodate 26 or 52 children at any one time. The school reserves the right not to run nursery sessions if the demand for places does not make it financially viable. Please see below for the details of places by individual school.

If there is unexpectedly high demand we will let Suffolk Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children. If there is an increase in the demand for places the Trust may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand. Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer. If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child. Sometimes there are fewer places than the number of children wanting them. If this happens, we use these oversubscription criteria to help us decide who will be offered places.

6. Oversubscription criteria:

Please note that children aged three or four years old who have an Education, Health and Care plan which names the school nursery will be offered a place. If there are more applications than places available the school will use the following criteria, in the order stated, to allocate places:

- Looked after Children (Children in Care) and previously Looked after Children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after)
- Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified
- Children who are already in our provision and wish to extend their funded hours with us
- Children wanting to take their full free entitlement with us (30 or 15 hours)
- Siblings - children who are brothers and sisters of children already at the school, or who have already been offered a place, and are still there at the time of admission

- Children who are ordinarily resident in the catchment area in date of birth order (oldest to youngest)
- Children who are ordinarily resident outside the catchment area in date of birth order (oldest to youngest)

Using the above criteria places will be allocated until all of the session times are full.

7. Supporting notes:

Previously looked after children: Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

Siblings: Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births: Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident: By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Distance from the school: If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the school. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by Admissions at Suffolk County Council. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School. In the event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn.

Children of UK service personnel (UK Armed Forces): ASSET school nurseries supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications

Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quartering area address.

Children of Gypsies, Roma, Travellers, refugees and asylum seekers: We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

Tie Break: If it is not possible distinguish between applicants in a particular category (a tie break), schools will hold a drawing of lots with at least one independent person present.

Waiting lists: Schools will keep a waiting list of applications that have not been allocated a place at the admissions meeting. If a place later becomes available it will be offered using the criteria above to the next child. Applications received after the closing date will be added to the waiting list and the criteria applied. Parents should be aware that children may move up or down the waiting list. Applications will not be considered on the length of time on a waiting list or by date of application. Once offered places cannot be deferred but new applications must be made for the following term.

Places not taken up: It is the responsibility of the parent to ensure that contact details are kept up to date on the application form. Reasonable attempts will be made to contact the parents when a place is being offered which will include a written letter to the home address and a follow up telephone call. If no response is received by the date indicated on the letter the offer will be automatically withdrawn and the place will be allocated to the next child on the waiting list. No further notification will be provided.

Appeals: There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested. In cases where parents feel that this policy has not been applied correctly they should write to the Executive Principal who will consider their appeal.

Absence: Any child with un-authorized absence for a period of 15 consecutive school days may have their place withdrawn. Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process.

Eligibility for 30 Hours For families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year they should be eligible for a total of 30 hours of free childcare per week, over 38 weeks or the equivalent number of hours across more weeks per year. Parents will need to check eligibility and confirm this prior to accepting a place. If eligibility is withdrawn the place will be withdrawn. (put in website details for checking)

Schools in ASSET Education with Nursery provision:

School name:	Bungay Primary School
Address:	Wingfield Street, Bungay, NR35 1HA
Contact details:	Mrs Christine McCallion 01986892209 Office@bungayprimary.co.uk
Number of nursery places per session:	26 full or part time places.
Session times for 15/30 hour provision:	8:50- 11.50 / 8.50-3.10
Additional purchased hours available:	BPS school does not currently charge for any chargeable FT provision, however reserve the right to withdraw this courtesy. ½ term notice will be given.

School name:	Edgar Sewter Primary School
Address:	Norwich Road, Halesworth, IP19 8BU
Contact details:	Mrs Helen Fuller 01986 873194 office@edgarsewterprimary.co.uk
Number of nursery places per session:	26
Session times for 15/30 hour provision:	8.45am - 11.45am 12.30pm - 3.30pm
Additional purchased hours available:	11.45am - 12.30pm Additional sessions may be available in the morning or afternoon depending on availability.

School name:	St Helen's Primary School
Address:	Woodbridge Road, Ipswich, IP4 2LT
Contact details:	Mrs Jo Lovett 01473 251333 j.lovett@sthelensprimary.net
Number of nursery places per session:	26
Session times for 15/30 hour provision:	8.30 am - 11.30 am 12.30 pm - 3.30 pm
Additional purchased hours available:	11.30 am - 12.30 pm All session times subject to availability

School name:	The Oaks Primary School
Address:	Aster Road, Ipswich, IP2 0AN
Contact details:	Nicol Parker 01473 684994 admin@theoaksprimary.co.uk
Number of nursery places per session:	26
Session times for 15/30 hour provision:	8.30am - 11.30am 12.15pm - 3.15pm
Additional purchased hours available:	30 hours on request Lunch provision by arrangement

School name:	Whitton Primary School
Address:	Shakespeare Road, Ipswich, IP1 6ET
Contact details:	Jayne Driver 01473 741225 Email: jaynedriver@whittonschool.org.uk
Number of nursery places per session:	26
Session times for 15/30 hour provision:	15 hour block 8.45am - 2.45pm Mon-Tue 8.45-11.45 Wed 30 hour block 8:45 - 2:45pm Mon - Fri
Additional purchased hours available:	Yes