



## Nursery Admission Policy

**Also See:** School Prospectus

**Statutory Requirement:**

**Statutory**

**Required on Website:**

**Statutory**

### Administration Information

**Responsible Person:** EYS Phase Leaders

**Date Approved:** June 2022

**Review Cycle:** Annually

**Date of Next Review:** July 2023

**Approval Level:** Governing Body

## **Nursery Admission Policy**

The following policy has been agreed by the Governing Body for Brockmoor Nursery School admissions and follows the latest Government legislation regarding admissions.

Our Nursery class contains 39 children in each session. At Brockmoor Primary the standard number for admission is 78 (39 places in the morning session and 39 places in the afternoon session).

Under current legislation **all** children of Nursery age are entitled to 15 hours funded provision each week from the term after they turn 3 years old.

Children can be admitted to nursery at the start of the term following their third birthday, if places are available. Funded provision is financed by central and local government. At Brockmoor Primary the 15 hours funded provision can be taken over 5 morning sessions or 5 afternoon sessions dependent upon availability. Children attend every day; part week places are not available (unless there are exceptional circumstances).

## **Applications for Nursery**

Admission to the Nursery class does not constitute a promise of a place in the Primary School nor does it preclude the admission of a child to any other Infant or Primary school in the area. Applications forms can be obtained from the school office. January and Easter intakes will be determined by available spaces following September intake.

Applications for Nursery have opening and closing dates:

<b>Entry to Nursery</b>	<b>Application Deadline</b>
September Intake	End of June prior to term start
January Intake	End of October prior to term start
Easter Intake	End of February prior to term start

The Head Teacher will keep an application list of pupils seeking admission. Inclusion of a child's name on the list does not constitute a promise of a place.

### **Late Applications**

Late applications received after the closing date will be considered once the initial application process has been completed. Places from in-year applicants will be considered using the above admission criteria if there are spaces.

### **Less Applicants**

In the event there are less applicants than places, the Governing Body has agreed that any available sessions will be offered to parents who wish to utilize a 'full time' place; either by taking up additional government funded hours (for families that qualifying there can be 30 hours available, comprising of 15 Universal Hours plus 15 Extended Hours) or purchase additional sessions themselves over and above the 15 Hour Universal Funded provision.

Allocation of these surplus places will be determined by the over-subscription criteria. Whether you take up the additional hours funding or pay for the additional sessions yourself, this will have no bearing on the admissions criteria.

If you are not eligible for the extra funded hours, fees will be payable at £15.00 per session, paid in advance. Fees are agreed by the governing body (See application forms for more details).

A full time nursery session runs from 8:30am until 3:30pm which is the 30 funded hours plus an hour lunch break. If you are eligible for 30 hours funding and if your child is allocated a 'full time' place, you will be expected to provide your own lunch or buy one from the kitchen staff at an additional cost (see website for current costs).

### **Oversubscription**

Where there are more applications than available places, the following criteria will be used to decide which children are offered a place:

- "Looked after" children (as defined in the Education Act 2002 – Admissions)
- Those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant's proposed admission (including half/step/adopted/foster brothers or sisters and any other children who are living at the same address as part of the same family unit)
- Those children who live in the catchment area of the requested school.
- Children who live outside the catchment area of the requested school, with a sibling attending this school at the time of the applicant' proposed admission
- Children who live nearest to this school calculated in a direct straight line from the child's permanent place of residence to the school.
- If a child is entitled to 30 hours of Nursery provision.

Application for part time places (Universal 15 hours funded provision) will be allocated before consideration is given to the allocation of full time places.

### **Allocation of Places**

The following criteria will be used to determine which children are offered a place:

- DOB
- If your child has a sibling in school.
- LAC children
- EHCP children
- Distance to school
- If a child is entitled to 30-hour provision.

### **Informing Parents regarding applications**

- Notifications about Nursery admissions will be sent to parents by letter,
- If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a waiting list.

### **Determining choice of morning or afternoon place**

Parents who want a part time place are asked to state a preference for morning or afternoon. The school may need to take account of the balance between morning and afternoon places, however, so it may not be possible to fulfil all parents' requests.

Children who are entitled to 30 hours will be allocated their choice first.

### **How Parents can apply for additional sessions**

At the time when offers of places are being made if there are surplus places, the number of additional sessions available will be decided by the Head Teacher.

The school does not guarantee that additional sessions will be available to each 15 hour funded place.

Applications for funded places and additional sessions are made on an additional hour's form which can be obtained from Nursery staff.

1. The Head Teacher determines the number of additional sessions available.
2. The information on charges, terms and conditions will be available from the school office.
3. Applicants will be informed whether or not they have been offered additional sessions within their offer of a funded place.
4. Places must be accepted/agreement documents returned by the determined deadline

### **30 Hours Provision**

All Nursery aged children are eligible for 15 hours free Nursery provision. Some may become eligible for 30 hours, provided you as parents fulfil certain criteria as listed below:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum wage or National Living Wage
- Each parent must have an annual income of less than £100,000.
- You live in England

Parents can find out more and register for 30 hours provision at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) If parents are entitled to 30 hours provision school will need to validate the 30 hours code before a child starts.

### **Attendance at the Nursery Class**

- A home visit will be done on the children prior to visiting nursery to meet staff and familiarize themselves with them.
- Parents/guardians will be asked to bring their child for a visit to the nursery prior to the child starting, to meet staff and familiarize themselves with their new surroundings.
- There will be a staggered admission of new children – not all new children will start on the same day. A small number of children will be admitted on the same session.
- Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else.
- Parents/guardians are advised of the necessity for their child to be brought and collected by a responsible adult over the age of 16 years.
- If your child has been allocated a full time place, parents will need to provide lunch. Children should come to school with a healthy packed lunch.
- A voluntary contribution of £1.00 per week for the Nursery Fund is used to provide extra resources for the nursery.
- A snack of fresh fruit is currently provided by the Free Fruit for Schools scheme. Milk is also available free of charge.
- If your child's attendance drops below 60% we may withdraw your child's Nursery place.

### **Fraudulent Admissions**

Where the Governing Body discovers that a child has been awarded a place as result of an intentionally misleading application from a parent, which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be reconsidered and a right of appeal offered if a place is refused.

### **Children in Receipt of an Education, Health and Care Plan (EHCP)**

A child with an EHCP for special educational needs and/or disability will automatically be admitted where the school is named in the EHCP.

This Nursery Admission Policy will be available for parents and has been endorsed by the Governing Body of the school, who will review it at periodic intervals.

### **Arrangements for SEYS (Specialist Early Years' Service) Specialist Nursery:**

The specialist nursery is a centrally funded nursery for pre-schoolers with severe and complex needs. We are not an open referral centre. The Specialist Early Years' Service has already supported all children who attend the nursery. A planning panel allocates placements from applications submitted by SEYS staff who have already supported these children.

Some of the following criteria need to be met in order to be considered for placement:

- SLD, global delay, birth – 20 months on arrival (physical skills may be higher);
- High ratio of staff to pupils (2 PUPILS: 1 STAFF MEMBER MINIMUM)
- Needs lots of repetition, overlearning and modelling to acquire skills;
- Slower pace of instruction; significantly longer processing time;
- Needs multi-sensory VAK approach – visual/auditory/ kinaesthetic, TAC PAC, Sensology
- Needs highly modified curriculum and specialist teaching approaches, e.g. Intensive Interaction, TEACCH, on body signing
- Needs support to access curriculum – to engage with and/or maintain focus.
- Structured environment.
- PMLD; may have global delay, birth – 20 months on arrival;
- May be non-mobile;
- Often have medical/health issues e.g. ventilated, peg- fed, epilepsy;
- Needs lots of repetition, overlearning and modelling to acquire skills;
- Slower pace of instruction; significantly longer processing time
- Requires regular physical management programmes to be included within sessions;

Places are usually allocated for the entire academic year but occasionally there may be reasons, which necessitate a move to another provision.

As for the main school, attendance is very important and we encourage regular attendance.

Some pupils in the specialist nursery may have significant medical needs, which will affect attendance, and this will be taken into account. However, a place may be withdrawn if attendance is poor without sound reasons.

If we are considering withdrawing a place a meeting will be arranged with parents and all supporting agencies to explore the likelihood of attendance improving. If attendance does not improve parents will be notified in writing of the termination of the place.