



New Marston Primary School **Nursery admissions policy**

Adapted from OCC by Rachel Vlachonikolis (Headteacher)

Introduction

New Marston Primary School is an academy which means we are our own Admission Authority. In the interests of ensuring that we hold common principles with Oxfordshire County Council we have adapted most of their Nursery Admissions Policy.

When new children join the nursery class it is important that parents/carers are made aware that the process of applying for place at a primary school for the reception year is separate to that of applying for a place in our nursery. Parents/Carers whose children attend the nursery class, particularly from outside the designated area of the primary school, should be reminded that their child is not guaranteed a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply following the normal County Council school admissions procedures.

We offer children a full time reception place for the whole of the academic year in which the child becomes 5.

Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Own Admission Authority – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

Children we care for (CWCF) – a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

Previously CWCF - The term “previously CWCF” refers to children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders)

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and children who were adopted under the Adoption and Children Act 2001 (see section 46 adoption orders), or became subject to a child arrangements order¹ or special guardianship order.²

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Early Education for eligible children aged 2 - A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2nd birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. For further information please see: <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>)

Eligibility terms

Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday

Autumn Term: September 1st –December 31st

Spring Term: January 1st -March 31st*

Summer Term: April 1st – 31st August

30 Hours Extended Childcare Entitlement

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early year's place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at <https://www.childcare-support.tax.service.gov.uk/par/app/overview>

The government will host an eligibility checker <https://www.gov.uk/childcare-calculator> service to determine whether families qualify for the extended entitlement.

Parents/Carers cannot insist on accessing their child's extended entitlement at any particular provision.

¹ 1 Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders

² Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some extended entitlement places. New Marston Primary School will provide for both universal and extended Nursery entitlement. When we enroll a child on extended Nursery entitlement and they later become ineligible for the extended entitlement there is a grace period during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15 hour place unless the Parent/Carer agrees to pay for the extended hours.

Funded 2 Year Olds as part of the School Nursery Roll

We accept children who receive two year old funding in the term after they turn 2. Families who are eligible will need to provide the school with their 'TYF reference number'.

Allocating Places and Oversubscription

We have set cut-off dates each term for applications to start nursery the following term. This helps with administration particularly when places are likely to be oversubscribed.

- To Start in September - Admissions Deadline end of Spring term (April)
- To start in January - Admission Deadline end of Summer term (July)
- To start in April - Admission Deadline end of Autumn term (December)

Late applications will be considered on a first come, first serve basis.

If oversubscribed, we will allocate any places strictly in line with the criteria listed at point 5 of the policy. To measure distances from the home to the school we will use google maps.

Nursery Admissions Policy

1. The designated area (catchment) of our nursery class is the same as our school catchment. It is available for Parents/Carers to see on request. It is also available electronically on our website.
2. Our published admission number for the nursery is 26 part time equivalent (pte) places. One pte place is 15 hours per week, term time only.
3. The school must offer nursery places at least up to the published admission number. Where a school offers the extended entitlement within their nursery provision, a 30 hour place is deemed to represent 2 pte places.
4. Schools must not operate the nursery with empty places in any term if they have eligible children on the continued interest list.
5. The minimum universal entitlement to funded nursery education is 15 hours per week, from the term after the child's third birthday.
6. Places offered must always be for at least 15 **funded** hours a week. For paying 2 year olds (mornings only), the minimum number of sessions is 2 per week. Once a child turns 3, we ask that they take the 15 hours.

7. We offer the extended entitlement of 30 hours per week (term time only). This is published to parents/carers on the school website.

8. Admissions are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and March/April (after the Easter holiday).

9. Children are entitled to a place from the first day of term.

10. Parents will be notified that a place is available for their child by the following dates:

- By the end of May for an Autumn Term Start (September Start)
- By the end of October for a Spring Term Start (January Start)
- By the end of February for a start after the Easter Break

11. If the nursery place is the universal entitlement then the free 15 hours will be guaranteed to continue if a child ceases to be eligible for the extended entitlement.

12. Our school website contains information regarding the Nursery provision and curriculum.

13. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to the school. Children with an Education Health and Care Plan naming the school will always be admitted. The school will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. Other criteria (such as date of birth) cannot be used.

13.1 Children who are CWCF within the meaning of section 22 of the Children Act 1989 at the time of their application, and previously CWCF. The term “previously CWCF” refers only to children who were CWCF but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

13.2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

13.3 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order: ● Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached. ● Those children who live closest to the school by the nearest designated public route as defined by google maps.

13.4 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

13.5 Children living outside the designated area who have a brother or sister attending either the nursery or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined by google maps.

13.6 Children living outside the designated area. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined by google maps.

14. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

15. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class or nursery school until the term after he/she becomes five*

16. However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school. *N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September. See the Primary School admissions policy for more detail on deferring entry.

17. Where a family ceases to be eligible for the extended entitlement, the free place must return to the universal entitlement level when the grace period expires. We will draw attention, in writing, to the possibility of the place reverting to 15 hours when offering an extended entitlement place. Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

18. We allow Parents/Carers to access extended hours on a fee paying basis if they are not eligible for 30 hours or cease to become eligible, if available. These spaces must be regular and paid in advance for each half term. If a child is unable to attend, this cannot be refunded. If payment has not been made by the end of week 2 (of each half term), your child will be unable to stay for the extended sessions. If you wish to withdraw your child from extended hours, please provide a written request for this to the school office giving 6 weeks' notice. If school closes due to unforeseen circumstances (teacher strikes, weather conditions, heating/water failure, staff illness).

19. A universal entitlement place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Headteacher in the first instance, and then to the School Governors, as they have the ultimate decision regarding nursery admissions.

21. There is no statutory right of appeal.

Date written: July 2023

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Date to review: July 2025