Harbertonford C of E Primary School

Nursery Admissions Policy and Oversubscription Criteria

Policy Updated: November 2019

Policy Review Date: November 2020

As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

These arrangements seek to comply with the government's School Admissions Code, the Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds and the Early Years Pupil Premium, the Early Education and Childcare Statutory Guidance for Local Authorities September 2014 and the Co-ordinated Admissions Schemes of Devon County Council, the local authority (LA) for this area.

1. The Ethos of Harbertonford C of E School

1.1. We promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We aim to provide a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

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. Children whose parents are working may 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 term following their second birthday.

2.3. We expect to admit children that will be using their Early Years Education 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 minimum amount of funded time in a day is 3.0 hours and the maximum is 6 hours.

3. Admissions to the Nursery

3.1. Harbertonford C of E School admits:

- Eligible two-year-olds funded from the start of the term following their second birthday.
- Non-funded two-year-olds from the start of the term following their second birthday.
- Early Years Education 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. Patterns of attendance available

4.1. We are required to offer the Early Years Education Funding in a flexible way. Our school, during term time only, makes a core offer of:

- Morning sessions of 9.05am to 12.05pm and
- Afternoon sessions of 12.05pm to 3.05pm and
- All day sessions of 9.05am to 3.05pm

4.2. If you choose an afternoon or an all-day session this includes the lunchtime period. 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 Education Funding.

5. Charging

5.1. 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.

5.2. The school must comply with Devon County Councils Local Conditions of Funding[1]. A charge cannot be made if a child is only attending the Nursery as part of their Early Years Education Funding.

5.3. Voluntary donations may be requested to help fund off site activities taking place during the school day. The Trust's Charging & Remissions Policy, available on our website provides more details.

6. Childcare Vouchers

6.1. Our school accepts childcare vouchers. If your employer has a different voucher scheme, please contact the school office to discuss your requirements.

6.2. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

Session choices	Hours	Funded/bought hours
9.05am – 12.05pm	3	As part of the Early Years Education Funding or bought.
12.05pm – 3.05pm	3	As part of the Early Years Education Funding or bought.
9.05am – 3.05pm	6	As part of the Early Years Education Funding or bought.

6.3. Parents only wishing to use their 15 funded hours 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

7. School Lunches

7.1. 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.

7.2. 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.

[1] The Local Conditions of Funding are continually being updated so please make regular visits to the document.

8. Visiting

8.1. 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 Harbertonford C of E Primary School, you should contact the school to make an appointment.

8.2. Taster sessions are available upon request.

8.3. Most children will start at the Nursery at the start of the term or half term. Other children join us "in-year" 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.

8.4. To apply for a place you must use the application form which is attached as Appendix A

8.5. 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.

8.6. 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.

9. How to apply for a Nursery place

9.1. Parents must complete the application form and return it to the school. You can apply for a place at any time during the year

10. Information provided in an application

10.1. 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. If necessary, we will ask for evidence of a child's home address and date of birth before admission.

10.2. 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.

10.3. You will be asked to provide date of birth evidence so we can check your child's age.

11. What happens next

11.1. 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 Trust prioritise applications according to the oversubscription criteria below.

11.2. 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.

11.3. If you need help finding a place at another provider please visit https://www.pinpointdevon.co.uk/

12. Points of Admission to Nursery for funded hours

12.1. 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.

Children who are eligible 2 or 3 year olds		
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)

12.2. 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.

13. The Admissions Process

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) Receive a letter about your application before:	May half term	October half term	February half term
4) 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		

5) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

14. Published Admissions Number (PAN)

14.1. 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 PAN. 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 PAN or we will increase the PAN. 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.

14.2. The Trustees also factor in the local demand for places. If there is a change to the PAN part way through the year this must be published.

14.3. If there is an increase in the demand for places the Trustees may decide to increase the PAN at the start of the following term in order to accommodate children on the waiting list and conversely reduce the PAN if there is a very low demand.

14.4. The table below sets out our Published Admissions Number (PAN)

The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time:	20
The maximum number of 2 year old children that will be admitted at any one time: OR	4
The maximum number of 2,3 and 4 year old children that will be admitted at any one time:	24

14.5. Where the number of applications exceeds the number of places available the Trustees will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

14.5.1. A child with an Education, Health and Care Plan naming Harbertonford C of E Primary School will be admitted.

14.5.2. 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.

14.5.3. Children with an exceptional medical or social need to attend this setting.

14.5.4. Children who live in the designated area and are eligible for the Early Years Education Funding for two-year-olds.

14.5.5. Children who live in the school's designated area who have a sibling at the school.

14.5.6. All other children who live in the designated area.

14.5.7. Children who live outside of the designated area with a sibling at the school.

14.5.8. Children who live outside the designated area who are eligible for the Early Years Education Funding for two-year-olds.

14.5.9. Other children.

15. Waiting lists

15.1. 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.

15.2. 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.

16. Increasing the hours attended

16.1. If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to the child/children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places 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.

17. Admissions appeals

17.1. If a Nursery place is refused, parents can go through the school's complaints process to express their concerns. The Trust 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.

18. Transport

18.1. No transport is available for pre-school children.

19. Uniform

19.1. Children attending Harbertonford C of E Primary School Nursery are not expected to wear a uniform.

20. Claiming the Early Years Education Funding

20.1. The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

20.2. It is important that both the school and parent can see what time is funded and what time is being bought.

20.3. Parents must not claim more than the 15/30 hour entitlement, checks are carried out to ensure that over claims are not made.

20.4. You may be asked to help complete a **Conflict Buster** if you want some funded time with us and some at another provider.

21. Changes to attendance

21.1. 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

21.2. It is expected that parents will ensure that their child will attend at the times agreed on the so that children can establish a routine and be ready to start school.

21.3. If a child is sick the parent must inform the school. If a child does not attend the Nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

22. Induction and transition arrangements for starting Nursery/FSU

22.1 To support successful induction, we encourage a phased start. Parents are requested to stay with their child for part of session 1 for information sharing. If a child transfers from another setting, we will contact them for their records. Within the first few weeks, a letter will be sent allocating a key worker and parents of 2 year olds will be invited in to discuss compulsory 2-year checks.

23. Contacts and further information

Executive Academy Head **Lizzie Lethbridge**	**E-mail:**	adminharbertonford@thelink.academy
	Telephone:	01803 732352
	Website:	harbertonford.thelink.academy

24. Policy Version

24.1. This policy was reviewed by the Standards & Curriculum Committee on 27 November 2019 and approved by the Trust Board of Trustees on 9 December 2019.

Appendix One – Harbertonford Nursery Registration Form

Application for a place at Harbertonford Nursery

To apply for a place please complete all of the following forms.

- Return all forms to the school office along with your child's birth certificate as we are required to certify your child's date of birth
- Please ensure that you include at least 3 contact details for responsible adults in case of emergency.

I wish to apply for a place in Harbertonford Nursery.

Child's Name:	
Date of birth:	
Address: (inc postcode)	

Please indicate preferred sessions.

Mon		Tues		Weds		Thurs		Fri	
AM	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**

PLEASE INDICATE YOUR PREFERRED START DATE……..

Lunchtime is included in the afternoon sessions, please provide a packed lunch or book and pay for school dinners on the day required. (School dinners must be paid for at the start of the session, thank you).

Additional Information

Is there anyone who has restricted access to your child? If yes please give details.

Is there anything further that you would like to share, confidentially with us? If yes, please just write yes, and we can talk to you further at a mutually convenient time.

Please complete one of the following statements

1 If your child is claiming a maximum of 15 hours per week, over a minimum of 3 days.

I confirm that my child will access ……. Hours per week over …… days. I confirm that my child does not access a free place with another Devon provider or with a provider in another local authority.

2 If your child id claiming the free entitlement with more than one provider. The total claim must not exceed 15 hours per week.

I confirm that my child will access ……. Hours per week with Harbertonford nursery and he/she is also accessing ……hours per week with

Name of other provider	
Address of other provider	
Postcode	

I give permission for Harbertonford nursery to share my child's Individual Learning Plan with the above setting. I understand the settings my child attends may share information to support my child's learning and development.

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that checks on the system will be made and that I am required to give my provider a copy of my child's birth certificate as proof of his/her date of birth.

Signed:	
Print Name:	
Date	