



## Nursery Admissions Policy

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

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

### The Ethos of Highweek Primary and Nursery School

## Laying the Foundations for Lifelong Learning

### Early Years Education Funding for three and four year olds

All 3 and 4 year olds are entitled to a free early education place for 570 hours a year over no fewer than 38 weeks of the year. Children whose parents are working will be entitled to 1140 hours a year.

Some 2 year olds are eligible for a funded place in a provision that DCC has approved as being good or better quality. Our nursery is an approved provider and can **admit a funded place immediately following the child's third birthday.**

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 10hours; parents cannot use more than two sites a day.

### Admissions to the Nursery/ FSU

Highweek Primary and Nursery School admits:

- Funded places **can be admitted the term following the child's third birthday.**
- Unfunded 3 year olds **immediately following the child's third birthday**, if there is space. Sessions to be paid for in line with current rates (see charging policy).

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- Funded three and four year olds from the start of term following their third birthday.
- Unfunded hours for three and four year olds from the start of the term following their third birthday, if there is space. Sessions to be paid for in line with current rates (see charging policy).
- **Three and four year olds funded through the 30hours entitlement.**

### ▪ **Points of Admission**

- Generally children will start at nursery/FSU at the beginning of a term. Eligibility for the Early Years Education Funding is from the start of the term following a child's second birthday. Whilst eligibility for all 3 years olds to receive the Early Years Entitlement Funding (EYEF) 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 3 years olds |                  |                                     |
|----------------------------------------|------------------|-------------------------------------|
| On or after                            | And on or before | Funding starts:                     |
| 1 September                            | 31 December      | Spring<br>(after Christmas holiday) |
| 1 January                              | 31 March         | Summer<br>(after Easter holiday)    |
| 1 April                                | 31 August        | Autumn<br>(after Summer holiday)    |

- 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.



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### Patterns of Attendance Available

We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer of:

Morning sessions of 9:00am to 12:00pm and

Afternoon sessions of 12:30pm to 3:30pm and

All day sessions of 9:00am to 3:00pm or 3:30pm

*If you choose an all-day session this includes the lunchtime period that is*

*[12:00 – 12:30pm]. 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.*

*15hours are commonly used in the following ways:*

*5 morning sessions, or 5 afternoon sessions, or 2 whole days 9:00am-3:00pm and 1 half-day session.*

*Full 30 hour entitlement could be used in the following ways:*

*5 days 9:00am – 3:00pm (5X6hours = 30hours)*

*5 days 9:00am – 3:30pm (5X6.5hours = 32.5hours, with additional 2.5 hours funded by parents)*

*Parents may be entitled to 30hours funding but choose not to take up the full 30hours. These parents may decide on the combination of full day or half day sessions that fit their needs, dependent on spaces.*

### Extended Hours

If you want to buy additional hours on top of the 15 funded hours you can do this during any of our opening times. We sell 3-hour long sessions and will consider selling single hours £4.00 in exceptional cases. A 3-hour long session is charged at £12.00.

3:00-3:30pm as an additional half hour is charged at £2.00.

### Charging

There is no charge for applying for a nursery place here, for admission or for the

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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 activities such as visits are compulsory.

The school must comply with DCC's provider agreement <http://www.devon.gov.uk/index/childrenfamilies/eycs/eycs-childcareproviders/eycs-childcareproviders-funding/eyef.htm> for all settings that offer the EYEF. A charge cannot be made if a child is only attending the nursery/FSU as part of their EYEF.

Details about buying additional sessions/hours in the nursery/FSU are set out in the charging policy. A policy on charging for activities is available on request from the school and can be viewed on our website.

### Childcare Vouchers and Tax Free Childcare

Our school is registered for tax free childcare, parents can apply for this through Childcare Choices.

### School Lunches

Free school meals (FSM) can 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 FSM 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. Lunches need to be ordered online.

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 from home.

### Visiting

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/FSU. If you would like to visit Highweek Nursery, you should contact the school to make an appointment.

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 simply would like to transfer from another school or early years setting.



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To apply for a place here you should use the Parent Declaration Form. The form is available from the EYFS building or the main school office.

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.

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.

### **How to Apply For a Nursery Place**

**Parents must complete the School Nursery Application form and return it to the school.**

The closing dates for applications for the Nursery intake are: 1st April, 1st July and 1st 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.

### **Information Provided in an Application**

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 you know or believe that your child's address will change before admission, you must inform the School as this may affect your application.

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

### **What happens next?**

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 School/ Governing Board prioritise applications according to the oversubscription criteria below.

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.

We will contact successful parents to welcome them to the school 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 setting.

If you need help finding a place at another setting please visit  
<https://www.pinpointdevon.co.uk/>

### **Overview of the Admission Process**

A child's Nursery place is arranged the term before they are due to start, and follows the process laid out below.

Initially, the child is registered as requiring a nursery place from a specific term– this can be done from the time the child is born. Parents/Carers contact the school office to register interest.

The term prior to the child taking up their nursery place, the following procedure is followed

1. The school writes to the parents/carers asking to specify which nursery hours are required. Completed requests must be returned by post or by hand, by the specified date, to the school office.
2. The school sends a contract agreeing attendance hours. Parents/carers sign the contract (if in agreement) and return by post or by hand to the school office, by the specified date.



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3. Parents/Carers are contacted by telephone by a member of Nursery staff inviting the child and parents/carers to come and spend some time in the nursery setting. Any outstanding paperwork can be completed at this time.
4. Nursery staff will subsequently arrange a mutually convenient date with parents/carers to carry out a Stay and Play session. This is an opportunity to get to know the specific likes, dislikes and health requirements or needs of the child prior to them starting in the setting.

### **Published Nursery Admission Number (PNAN)**

This is the number of places we intend to make available for our normal 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 LA 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, the number of toilets and hand basins we have and what additional staff may be required.

The Governing Board also factor in the local demand for places and the age ranges of the children wanting a place. If there is a change to the PNAN part way through the year this must be published.

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

### **The table below sets out our PNAN for 2018-2019**

|                                                                                                                                     |    |
|-------------------------------------------------------------------------------------------------------------------------------------|----|
| The maximum number of 3 and 4 year old children (this includes rising 3 year olds) that will be admitted at any one time in 2018-19 | 30 |
|-------------------------------------------------------------------------------------------------------------------------------------|----|

When there are more applications than places available the following oversubscription criteria are applied.

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### HIGHWEEK NURSERY

#### OVERSUBSCRIPTION CRITERIA

##### If there are more applications than places for any admission

Where the number of applications exceeds the number of places available in the nursery the Governing Board will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

Any child with an Education, Health and Care Plan naming Highweek Primary and Nursery School will be admitted.

1. Looked after children or who were Looked After but ceased to be because they were adopted, made the subject of a childcare arrangement order or made the subject of a special guardianship order.
2. Children for whom an exceptional medical or social need to attend this nursery.
3. Children who live in the school's designated area and are eligible for an Early Years Funded place. These parents will have a Golden Ticket, **we are unable to admit a child until immediately after their third birthday**. Those that do not have a Golden Ticket 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. Other children living inside the school's designated area.
6. Children who live outside of the school's designated area with a sibling on roll at application.





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7. Children who live outside the designated area who are eligible for the early years funding for two year olds (admitted immediately after a child's 3<sup>rd</sup> birthday).
8. Other children

### Waiting Lists

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.

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.

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 submit the Parent Declaration Form.

### Increasing the hours attended

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

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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.

### **Admissions appeals**

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.

### **Transport**

No transport is available for nursery children.

### **Uniform**

Uniform is optional for children attending Highweek Primary School Nursery. Some items are available to purchase: sweatshirts, caps and coats and these are available from the school and are purchased through our Parentmail system.

### **Admission Appeals**

#### **Claiming the Early Years Education Funding**

The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.

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

Parents must not claim more than the 570 or 1140 hour entitlement, checks are carried out to ensure that over claims are not made.



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### Changes to Attendance

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

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.

### Induction and Transition Arrangements for Starting Nursery

Shortly before starting at Nursery you will receive a telephone call from a member of nursery staff. You will also be invited along to a play and stay session in the nursery before your child's start date. This will be an opportunity to talk about your child's development, to ask questions and get to know your child so that they will feel more familiar with us on starting in Nursery.

This will also be the time when a member of staff will support you to fill in any additional paperwork. Your child will also benefit by being able to play in the nursery and get to see the other adults and children.

Your child will then be ready to start nursery on the agreed date, usually at the start of the following term. In addition to the routine admissions process, it is understood that children and their families have unique needs. All children at Highweek are well supported emotionally to manage transition successfully. It is essential that children feel safe, secure and happy. On occasions, the support of parents and carers is needed to manage a staggered entry for children who need additional time or support to settle successfully. This is arranged between nursery and the parents/carers to suit the individual needs of children.

### Contacts and Further Information

Headteacher: Judith Martyn

Highweek Community Primary and Nursery School

Coronation Road, Newton Abbot, Devon, TQ12 1TX

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Telephone: 01626 216300

Email:

General Enquiries: [admin@highweekprimary.co.uk](mailto:admin@highweekprimary.co.uk)

Admissions Enquiries: [admissions@highweekprimary.co.uk](mailto:admissions@highweekprimary.co.uk)

Website: [www.highweekprimary.co.uk](http://www.highweekprimary.co.uk)

### Equality Statement

This policy is compliant with the Equality and Cohesion Policy. This Policy is based on best practice to ensure a consistent and effective approach. The Governing Board and the Head Teacher (Chair of Governors) have a particular responsibility to ensure that the processes are managed fairly, equitably, objectively and must not discriminate either directly or indirectly on the grounds of a person's race, sex, gender reassignment, sexual orientation, marriage or civil partnership, disability, age, pregnancy and maternity or religion or belief.

### Policy version

This policy will be reviewed annually following a consultation hosted by Devon County Council at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements).

Signed:.....Chair of Committee

Date of review and adoption by Governing Board:

Date for next review: March 2020