

ST. WERBURGH'S PARK NURSERY SCHOOL



Admissions Policy

Date Adopted by St. Werburgh's Park Nursery School Governing Body: Friday 12th October
2018

Date of Review	Amendment
11.10.17	To include items from BCC template Admissions Policy
12.10.18	To include information about 2.5 day places
25.10.18	To include information about transferring funding

St. Werburgh's Park Nursery School Admissions Policy



Rationale

All young children should have an equal opportunity to access nursery education and where the waiting list is oversubscribed, parents need to be aware of the priorities and criteria for admission and the procedure for allocating places needs to be clearly understood by all.

Aims

To have a fair and consistent process of allocation.

To maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.

To ensure all applicants are equally valued and that families are able to express their and their children's needs.

To reflect Bristol's Policy on Early Years Education and allocation of places and current research on the best provision for Nursery Aged Children.

Guidelines

Places

Available places include:

Universal Entitlement – 15 hours per week, term time only, from the term after the third birthday.

Extended Entitlement – 30 hours per week, term time only.

Early Education for eligible children aged 2 - A targeted offer of 15 hours per week for the most vulnerable 2 year old children, from the term after their 2nd birthday.

Day Care (2 year olds who are not entitled to the Free Early Education offer) – A minimum of 6 core sessions or 3 full days which can be bought for 2 year olds subject to the terms of the Day Care contract.

Additional Hours (3 year olds) - A minimum of 3 afternoon core sessions, Breakfast Club or After-School which can be bought for 3 and 4 olds subject to the terms of the Additional Hours contract.

2.5 Days – Places will be issued on a first come, first serve basis, assuming the child is of eligible age by the term in which they are due to start. Places are subject to availability. These places will consist of either Monday and Tuesday all day and Wednesday morning or Wednesday afternoon and Thursday and Friday. The hours for the whole days will be 8.45-2.45, the hours for the half days will be 8.45-11.45 or 12.30-3.30.

Extended Entitlement - 30hr Nursery places

Eligibility Criteria for Extended Entitlement (free 30hr places)

Eligibility for a 30hr place will be as follows:

- 30 hour places are only available for children who are 3 or 4 years old
- 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
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery Place parents must register on-line at <https://childcare-support.tax.service.gov.uk>

Extended entitlement will be offered as follows:

5 days 8.45am-2.45pm, term time only.

Parents may buy in additional sessions between 8.00am and 8.45am and 2.45pm and 3.30pm/5.00pm.

Parents/carers attending a 30hr place must provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session.

Only an eligibility valid code will guarantee the funding of the additional 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.

Grace period

A child who becomes ineligible during the first half of a term should be funded until the end of that term or for as long as they remain under Compulsory School Age, whichever is shorter.

A child who becomes ineligible during the second half of a term should be funded until the end of the following term or for as long as they remain under Compulsory School Age, whichever is shorter.

When the grace period or code lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again 2 weeks before if

they have not reconfirmed. If parents miss the deadline their code becomes ineligible and the grace period will come into effect.

Universal Entitlement – 15hr Nursery places

At Registration parents will be asked to complete a school registration form; registration can be completed after a child becomes 1 year old.

All registrations to be considered and places offered to children through the **School's Admissions Panel** which reports to the full **Governing Body**

Children who are three and four will be offered 15 free hours of nursery education term time only subject to availability from the term after their third birthday.

Places will be offered as 5 mornings 8.45am – 11.45am or 5 afternoons 12.30pm-3.30pm.

2.5 Day will be issued on a first come, first serve basis, assuming the child is of eligible age by the term in which they are due to start. Places are subject to availability. These places will consist of either Monday and Tuesday all day and Wednesday morning or Wednesday afternoon and Thursday and Friday. The hours for the whole days will be 8.45-2.45, the hours for the half days will be 8.45-11.45 or 12.30-3.30.

Early Education for eligible children aged 2

Parents/Carers of children who wish to access a free 2 year old place should apply to the Local Authority at www.bristol.gov.uk/earlyyears who will confirm eligibility. If the child is eligible the Local Authority will inform the school. Once the school has received authorisation from the Local Authority should a place be available contact will be made with the parent/carer. If there is not a place available the child's name and details will be added to a waiting list and children on the waiting list will be admitted in date of birth order no earlier than the term after the child's second birthday as this is when funding is allocated. From time to time, at the head teacher's discretion a child may be admitted into school before the term following their second birthday.

Day care/Additional Hours places

There are a limited number of additional hours available for parents to buy in including Breakfast Club and After School Club.

There are currently a number of **charged day care** places available in under threes room for children who are two years old; the number of places available is dependent on availability at any particular time and are allocated on a first come first serve basis following receipt of a completed application form and a £150 deposit.

All places must come through the school's Admissions Panel which reports to the full Governing Body.

The rate for charged places is £8 an hour as of September 2017. For more information please see the website or ask at the school office.

Payments from third parties (e.g. colleges, universities etc)

Parents cannot receive free hours for the same hours they are funded by their third party. Student parents are not eligible for 30 hours Free Childcare as their funding is not counted as 'income' by HMRC.

Tax Free Childcare

Our Unique Taxpayer Reference is 1745228076. This is for paid childcare, not free hours.

Notice periods for the free hours and additional hours

Bristol City Council asks parents of 3 and 4 year olds to make a 'termly' commitment but not parents of eligible 2 year olds. If a parent decides to remove a child from our nursery school part way through the term, as long as we have a signed EYR1 form we can refuse to allow the funding to be reallocated to the next provider until the end of term. This is the same for all free hours: both the 15 free universal hours and the 30 extended hours. For the notice period for an additional hours contract, please see the website or ask at the school office.

Late collections

For information on late collections, please see the 'Costs' page on the website.

Priority for allocating places will be as follows:

1. Children who meet the age criteria
2. Looked After Children
3. Children with high level needs
4. Children who are vulnerable
5. Children of families with have challenging circumstances (at the discretion of the head teacher and Admissions Panel)
6. Children who live in Bristol who have siblings currently on role
7. Children who live outside Bristol and have siblings currently on role
8. Places can be offered to children in nursery classes who become 3 on or after the 1st September if all attempts to fill the places as above have been exhausted.

Split Funding

Our provision is planned around the full 15 or 30 hour educational experience, during fixed times. Only in highly exceptional circumstances will requests for split funding be considered.

Transfer of Funding

Place funding will not be released until the start of the following term if a child transfers to another provider.

Start Dates

Children's start dates will be arranged to take into account our induction procedures which enable children to be successfully integrated and settled into school life and with others as soon as possible. Children may not receive their full free entitlement during this period.

Charges

All statutory education during school hours is free. We do not charge for any activity undertaken as part of the curriculum but do ask for a voluntary contribution. For more information please see the Charging and Remissions Policy. This can be obtained from the school office or from our website (www.stwerburghs.com).

Bank holidays

Bank holidays are not funded by Bristol City Council. When the free hours fall on a bank holiday the parent will lose these hours. The school is not required to offer these on a different day.

Appeals

If a parent has a complaint about any aspect of our delivery of the free hours, they can contact Bristol City Council to discuss it further. They can email the Family information service, askcyps@bristol.gov.uk or call 0845 1297217.

Associated policies:

- Charging and Remissions
- Arrears