



Nursery Admissions Policy

(3 and 4 year olds)

2021 – 2022

Enquire Learning Trust

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Version History

Date	Author	Version	Comment
24.02.21	Kerry Thompson & Emma Spencer	1	Policy updated with EPA's details.

1. Aims

Our aims are:

- To ensure access and entitlement to the benefits of high-quality child centred Nursery education on a fair and equitable basis, for children and families in our local community.
- To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- To help promote consistency of practice and procedure between Nursery classes in The Enquire Learning Trust.
- To ensure, as far as possible, that all children who gain a place will fully benefit from their Nursery education with us, their needs being fully met, whilst we make the very best of our available resources.

2. Nursery Session Options

➤ Hours:

We are a 52-place nursery and these places are made up of a combination of 15 hours (equivalent to one place) and 30 hours (equivalent to two places):

30 Hour Places:

These are:

- fully funded, or
- a mixture of 15 hour funded (free) entitlement and 15 hours of paid sessions.

Session times are 9am to 3.10pm, Monday to Friday.

15 Hour Places:

Our funded (free) 15-hour entitlement offer is:

- **Mornings:** Monday to Friday 9am – 12pm
- **Afternoons:** Monday to Friday 12.10-3.10pm
- **2.5 days at the start of the week:** Monday & Tuesday 9am – 3.10pm, Wednesday 9am – 12pm
- **2.5 days at the end of the week:** Wednesday 12.10pm – 3.10pm, Thursday & Friday 9am – 3.10pm

At times, we have flexibility around our 15-hour offer, dependent upon the numbers of children we have in Nursery at any given time during the academic year.

Session times are subject to change due to COVID-19 restrictions, please contact the Office to confirm what current session times are.

➤ Lunch Arrangements:

Any child, whose hours require them to be in Nursery for lunch, will need to bring their **own packed lunch**.

➤ Wrap Around Care:

We do not currently offer any provision outside of the above hours.

➤ Uniform:

Our uniform consists of:

- Red sweatshirt
- White or red polo shirt
- Black or grey trousers, skirt or pinafore (or red checked summer dresses)

Boys may find it easier to wear black/grey jogging bottoms to enable them to undress/dress themselves when they use the toilet unaided.

We also recommend Velcro-fastening shoes (rather than laces or buckles) for Early Years children so that they can change in and out of their shoes independently.

Nursery children **will not** need a PE kit.

Uniform with our logo on can be purchased from Uniform Direct however, this is not compulsory.



➤ **Funding Forms:**

All funding forms must be completed and returned to school before the start of each term. Where funding forms have not been received, all Nursery sessions will be charged at a rate of £5.50 per hour. If you have any difficulties completing the form, please let the Office know so they can assist you.

➤ **30 Hours Childcare Codes:**

If your child is in receipt of 30 hours funding it is your responsibility to ensure that the information is correct and up to date at all times:

- You will need to apply online (via www.gov.uk) for a childcare account to get a code for 30 hours. This code must be given to Eastfield Primary Academy before your child starts Nursery.
- You must have a valid 30-hour code by the end of the month before a new term starts.
- You will need to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you will have to reconfirm your eligibility in your account in order to keep your code valid. It is your responsibility to ensure that you have renewed your claim for your child's eligibility code.

If your circumstances change and you are no longer eligible for 30 hours funding then you **MUST** inform us immediately. You will then have the option to reduce your child's offer to 15 hours per week (funded) or pay for the additional 15 hours at a rate of £5.50 per hour.

➤ **Fees:**

Nursery extended hours (in excess of 15hrs) - **£5.50** per hour

Fees are payable on a weekly basis by the end of each week via our electronic system, Parent Pay. If fees are not paid on time, Eastfield Primary Academy reserve the right to reduce your hours to the funded offer of 15 hours.

Eastfield Primary Academy reserve the right to increase the hourly rate for your child's placement; a minimum notice of one full term will be given.

➤ **Application Process:**

We welcome visits from parents and their children and a guided tour of the Early Years Unit can be arranged by appointment.

Parents who wish to apply for a Nursery place for their child should either ring or visit the school Office to arrange for an application form to be sent/collected.

Application forms received by the offer date will be processed and a letter will be sent to parents to confirm a place (places are based on the criteria for admission – please refer to Section 3). A contract will then be sent with the letter and this must be completed and returned within 10 working days.

➤ **Transition Process:**

We want to ensure that the transition into our Nursery is as smooth as it can be for both you and for your child. Therefore, we offer a comprehensive transition package that includes:

1. One to One Parent/Child Meeting With Keyworker:

Following the receipt of the signed contract, a one to one parent meeting with your child's Keyworker will be held. We ask that you bring your child along to this meeting. This will give you a chance to find out more about our Nursery, to talk about any worries or concerns and to ask any questions that you may have. We will give you an Admission Pack to complete on the day.

2. Stay & Play Session:

We then offer a transitional taster 'Stay and Play' session for your child to attend at the start of the term they will be joining us. The children will spend time in the Nursery so that they can meet the staff and the other children and start to get used to their new environment.

3. Parent Information Session:

We also hold an information meeting for all parents (we ask that you do not bring children to this meeting). At the meeting, you will be given lots of information about school life and the curriculum so you have a good understanding of how we work and what your child will be learning.

However, if parents have any questions or queries at any point, please do not hesitate to contact us.

3. Criteria for Admission to the Nursery

The school will offer children a place in the Nursery from the term after their third birthday:

Child born between	Universal government funding starts
1 September – 31 December	Term beginning on or after 1 January
1 January – 31 March	Term beginning on or after 1 April
1 April – 31 August	Term beginning on or after 1 September

Places will be offered according to the criteria in the following order of priority:

- Places will be offered on a first come first serve basis in line with the application dates below.
- The Nursery will take children from the term after their third birthday.
- A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- A child's intake into Nursery may be staggered over two or more weeks.
- Any spare places will be allocated during the year, as they become available, to children who are in the half-term after their third birthday or older.

4. Application dates

Academic year 2021-2022	
*Closing date for applications	22nd July 2021
Offer day	From 24 th May 2021 onwards
Accepting a place deadline	Within 10 working days of an offer being made.

*Applications will be considered throughout the year if places are available.

5. Part-time and full-time places

All children applying to our Nursery are entitled to a part-time place (15 hours a week for 38 weeks of the year) the term after their third birthday.

Full-time places are given to children whose parent(s) qualify for 30 hours free childcare. You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- *In work – or getting parental leave, sick leave or annual leave;*
- *Each earning at least the National Minimum Wage or Living Wage for 16 hours a week*
This earnings limit does not apply if you are self-employed and started your business less than 12 months ago.
- *You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.*

You are not eligible if:

- Your child doesn't usually live with you;
- The child is your foster child;
- Either you or your partner has a taxable income over £100,000.

See - <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Parents/ carers can "top-up" their 15 hour funded (free) place to 30 hours by paying for the extra 15 hours. Please contact the School Business Manager to agree a payment schedule.

6. Decisions on places

These are made as follows:

- The Principal at the Academy will make decisions. The decision to offer a place will be based on the criteria and procedures laid out in this Admission Policy.
- Decisions will be final and there is no right of appeal.
- The offer of a Nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.
- Parents/Carers, who accept a place, will be expected to commit to taking up the place for the rest of the academic year.

7. Home Visits

These may be made before a child takes up their place so that staff get the opportunity to meet with you and you have the opportunity to find out more about our Nursery, to talk about any worries or concerns and to ask any questions that you may have.

8. Oversubscription criteria

The criteria is as follows:

- Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order. This includes children in these situations outside of England.
- Children who will be three the soonest in the academic year of their admission.
- Children who have an Education Health and Care Plan which names the Academy.
- Children of a member of staff at the Academy in either of the following circumstances:

- The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or;
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Children with siblings at the academy. Siblings include step-siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

9. Reserves Lists

If the Academy is oversubscribed, a reserves list will be maintained and will remain in place until the end of the relevant academic year. All pupils on the waiting list will be ranked according to the oversubscription criteria. Any places will be offered to the highest ranked application received immediately after a place becomes available.

10. Leavers during the year

If a child is withdrawn by their parents from Nursery during the school year, we request that parents/carers must give the school a minimum of 4 weeks' notice if possible. The place of a child who has been withdrawn cannot be held open and will be automatically made available to allocate to a child on the waiting list. If parents/carers later wish their child to return to the Nursery, then they will have to re-apply for a place and the application will be considered according to the criteria along with any other applications at the time, unless there are special circumstances. The fact that a child has previously been in the Nursery class, or any other Nursery class, will in no way influence the decision on being offered a place.

11. Attendance & loss of a Nursery place

The procedure is as follows:

- If attendance and / or punctuality is poor or erratic, the Nursery teacher will talk to the child's parents/carers and remind them that for the child to benefit fully from Nursery education, attendance needs to be regular and punctual due to the great demand for places. This conversation should be recorded and dated in the child's Learning Journey.
- If after a period of two weeks, attendance and/or punctuality remain poor, a letter will be sent to the parents/carers inviting them to meet with the Principal.
- If following the meeting, there is no sustained improvement in attendance and/or punctuality within an agreed period, then the child may lose their place. Parent/carers will be notified of the loss of place in writing.
- If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. The Principal will decide this, and a letter explaining the situation will be sent to the parents/carers.

12. Transfer from Nursery into School

The procedure is as follows:

- All parents and carers must be aware that a place in the Nursery does not guarantee a place in the Academy and that they must still go through the correct Local Authority Admissions Procedure.
- The Nursery staff will liaise closely with colleagues in Reception classes to plan for a smooth transition into our Reception class, or any other chosen or allocated school. Nursery staff will send on reports and other agreed records to other schools as appropriate.