



**Nursery Admissions Policy  
(3 and 4 year olds)**

**2021 – 2022**

**Enquire Learning Trust**

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## Version History

Date	Author	Version	Comment
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## 1. Aims

Our aims are:

- 1.1 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.
- 1.2 To establish an admissions policy governed by clearly defined criteria that may be articulated to parents and other professionals.
- 1.3 To help promote consistency of practice and procedure between Nursery classes in The Enquire Learning Trust.
- 1.4 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

Harrow Gate Primary has a 39 place Nursery. There are options for part time and full time provision

- 2.1 **Part Time nursery place:** Children will be allocated either a morning or afternoon session depending on space and age of child. Morning sessions are usually allocated to the children moving towards full time education and afternoon sessions for the youngest children.
- 2.2 Session times: 8:30 – 11:30 / 12:15 – 3:15
- 2.3 **Full time Nursery provision:** Eligible working families with 3 and 4 year olds can receive up to 30 hours of free childcare each week. This is an extra 15 hours of free childcare in addition to the universal entitlement and is known as **extended entitlement**. Session times are 8:30 – 3:15. Parents can provide their child with a packed lunch or pay for a school meal.
- 2.4 To qualify for 30 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. A family with an annual household income of £199,999 would be eligible if each parent earns just under £100,000.

Self-employed parents and parents on zero-hour contracts will be eligible if they meet the average earnings threshold.

Parents can still be eligible if they usually work but:

- one or both parents are away from work on statutory sick pay
- one or both parents are on parental, maternity, paternity or adoption leave.

In addition, parents are eligible if 1 parent is employed, but the other:

- has substantial caring responsibilities based on specific benefits for caring
- is disabled or incapacitated based on specific benefits.

Parents who work less than 16 hours a week

Eligibility is based on income earned, not hours worked. If a parent works for less than 16 hours, but in that time, earns more than the equivalent of 16 hours per week at national living wage (or minimum wage for under 25s), they will still be eligible.

### 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:

- 3.1 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.
- 3.2 Children of a member of staff at the academy in either of the following circumstances:
  - 3.2.1 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;
  - 3.2.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3.3 Children who have a Statement of Special Education Need which names the academy.
- 3.4 Children who will be 3 years old before the academic year of the admission.
- 3.5 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.
- 3.6 Children who will be 3 the soonest in the academic year of their admission.

### 4. Nursery Intake

- 4.1 The Nursery will take children from the half term after their third birthday.
- 4.2 A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- 4.3 A child's intake into Nursery may be staggered over two or more weeks.
- 4.4 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.

### 5. Application dates

Harrow Gate Primary accept applications for Nursery places throughout the academic year. Children are allocated places after their 3<sup>rd</sup> birthday as soon as possible. Parents will be contacted the term before their child is due to start to discuss session times and invite parents and children to 'Stay and Play' sessions.

Parents must formally accept nursery places to ensure allocation. Failure to confirm place may result in the offer being withdrawn.

## 6. Part-time and full-time places

6.1 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.

6.2 Full-time places will be 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 doesn't apply if you're self-employed and started your business less than 12 months ago.

You're 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.

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

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

## 7. Decisions on places

7.1 Decisions will be made by **Mrs Scotter (Early Years Leader) and Mrs Galt (Principal)** at the Academy. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

7.2 Decisions will be final and there is no right of appeal.

7.3 The offer of a nursery place DOES NOT mean automatic entitlement to a place in one of the Reception Classes.

7.4 Parents/Carers who accept a place, will be expected to commit to taking up the place for the rest of the academic year.

## 8. Pre- start Visits and Meetings

Parents and carers will be invited to attend meetings and 'Stay and Play' sessions before their child's start date.

It is very important that families attend meetings to ensure they have all information about Nursery education and meet staff.

Children accessing 'stay and play' ensures that any concerns, anxieties are supported and the children begin to make connections with staff and other children.

## 9. Waiting Lists

9.1 If the academy is oversubscribed, a waiting 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 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 nursery place

- 11.1 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 is recorded and dated in the child's attendance file.
- 11.2 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.
- 11.3 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.
- 11.4 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. This will be decided by the Principal, and a letter explaining the situation will be sent to the parents/carers.

## 12. Transfer from Nursery into School

- 12.1 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.
- 12.2 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.