



Built on botheredness . . .

the **enquire**  
learning trust



## **Nursery Admissions Policy (3 & 4 year olds)**



## Contents

Section	Title	Page
1	Aims	3
2	Nursery Session Options	3
3	Criteria for Admission to the Nursery	4
4	Application Dates	4
5	Part-time and full-time places	5
6	Decisions on places	5
7	Home Visits	5
8	Oversubscription Criteria	6
9	Reserves Lists	6
10	Leavers during the year	6
11	Attendance and loss of Nursery place	6
12	Transfer from Nursery into School	7

## Version History

Date	Author	Version	Comment
March 2022	LT	1	Policy Created
Sept 2024	SC	2	Reviewed

**Approved by:** Trustees

**Last reviewed:** March 2022

**Next review due by:** September 2025

## 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

We are a 78 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).

### 15 hours

All children are entitled to 15 universal hours from the term after their third birthday. We can offer 39 places in the AM session 9 am-12.00pm and 39 places in the PM session 12:30pm-3:30pm Monday to Friday 30 hours

### 30 hours

Some children may be entitled to 30 hours as part of the extended funding entitlement. Parents will need to apply and inform the school of their eligibility code the term before they wish to start claiming these additional hours. Full - time hours are from 8:45am - 3:15pm Monday to Friday. Lunch is from 12:00pm -12:45pm.

Admissions are through Humberston Cloverfields Academy school office on a first come first serve basis until the places are full. We welcome visits from parents and their children and a guided tour of the Nursery and Foundation Stage Unit can be arranged by appointment.

## 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 Places will be offered on a first come first serve basis in line with the application dates below.
- 3.2 The Nursery will take children from the term after their third birthday.

- 3.3 A child will remain in Nursery until the end of the academic year in which they are 4 years old.
- 3.4 A child's intake into Nursery may be staggered over two or more weeks.
- 3.5 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

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

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

5.1 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.

5.2 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>

Parents/ carers may wish to privately "top-up" their 15 hour entitlement by paying themselves for the extra 15 hours and allowing their children to attend all day. Please contact the school office via email [office@cloverfields.org.uk](mailto:office@cloverfields.org.uk) in school for exact costs and to agree a payment schedule

## 6. Decisions on places

6.1 Decisions will be made by Caroline Patterson, Executive Principal. Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy.

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

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

6.4 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

7.1 A home visit will be required before your child starts in the Nursery. This will be completed by 2 members of staff who will meet your child in the home and complete 5 the

application paperwork process. At the home visit, your child will be offered taster sessions before they start their place in Nursery.

## 8. Oversubscription criteria

- 8.1 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.
- 8.2 Children who will be 3 the soonest in the academic year of their admission.
- 8.3 Children who have an Education Health and Care Plan which names the academy.
- 8.4 Children of a member of staff at the academy in either of the following circumstances:
  - 8.4.1 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;
  - 8.4.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 8.5 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.

## 9. Reserves Lists

- 9.1 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

- 10.1 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 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 should be recorded and dated in the child's Learning Journey.
- 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.