

Pot Kiln School



Policy:	Nursery Admissions
Status:	Statutory
Authorizing Committee:	Whole Governing Body
Author:	Michelle Wood
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Review Due:	Autumn 2024

Policy and Guidelines for the administration of Nursery Admissions

At Pot Kiln School the Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to our maintained school nursery. At present we follow the admissions criteria guidelines as published by the local authority.

In setting this policy we have due regard to the principles outlined in the following:-

Department for Education: School Admissions Code

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269734/early_education_and_childcare_for_local_authorities.pdf

We welcome all prospective parents to attend one of our open days or phone the school office on 01787 372107 to arrange an appointment to visit the school.

All places offered by us are early education funded; therefore there is no cost for care to the parents. Children may be admitted to our nursery the term after they turn 3 years of age (*see table below*). Children will usually be admitted to the Nursery for up to three terms part-time prior to full-time schooling. Depending on the child's birthday and space available some children could have up to 5 terms in the Nursery prior to full time schooling.

Childs 3rd Birthday:-	Free early education from beginning of:-
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

Parents will be offered sessions of 3 hours per day over 5 days of the week (15 hours per week over 38 weeks). If parents, carers and guardians require 30 hours per week over 38 weeks (a further 3 hours per day), places will be allocated on a first come first served basis.

Parents wishing to apply for a place in the Nursery Class should obtain a form from the school office. An Application form must be submitted and admin staff must see the original birth certificate or passport. A place is only considered as reserved once evidence of date of birth has been received.

At least the half term prior to each termly admissions meeting the school office will inform the Early Years and Childcare Service of the number of places available via a Nursery Admission Grid and provide the following information in chronological order about the children to be considered for admissions – dates of birth, names, addresses and contact numbers, whether they live in the catchment area or not, number of sessions required and whether AM or PM, any special information such as SEN /EAL, if there are any siblings at school.

Nursery admissions criteria

A list of entrants will be drawn up each term, for consideration by the Head Teacher and EYFS Leader. We will allocate places first to children wanting 5 sessions (15 hours) per week. Places will then be offered with the following priority criteria:-

- Children aged 3 or 4 years old who have an Education, Health and Care plan (EHCP)
- We will list applicants wanting 10 sessions (30 hours) per week in date of birth order (oldest to youngest) then consider children in each year group according to the following priorities: **Children living in the school's catchment area**
 - a) Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified.
 - b) Looked after children (children in care) and previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order, immediately following having been looked after).
 - c) Children who have a sibling* at the school when they can start in nursery.
- We will list applicants wanting 5 sessions (15 hours) per week in date of birth order (oldest to youngest) then consider children in each year group according to the following priorities: **Children living in the school's catchment area**
 - d) Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified.
 - e) Looked after children (children in care) and previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order, immediately following having been looked after).
 - f) Children who have a sibling* at the school when they can start in nursery.
 - g) Other children in date of birth order (oldest to youngest)
- We will offer places to **Children who live outside the school's catchment area** in the same priority order as set out in points a) to d) above.
- Once all children wanting five sessions have been allocated a place we will use the same criteria to allocate any remaining places to children wanting fewer than 15 hours per week. We will give priority to those wanting the most sessions/hours.

**Children who are brothers and sisters or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.*

Wherever possible, we will try to give your child a place at our nursery. Sometimes we may be able to offer you a place but the exact sessions you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.

If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Family Information Service on 0345 60 800 33 who will be able to support you to find a place for your child.

The school office will write to parents with an offer of a nursery place. Parents will be asked to inform the school of their intentions as soon as possible. Upon acceptance, parents will be invited to attend a 'Welcome' meeting with the EYFS Leader and given an opportunity to visit the nursery with their child. As part of the induction process the children will be offered a home visit by the Nursery staff to get to know you and your child if this is possible with the current guidance from the Department of Education and Department of Health.

Guidelines for the Administration of Full-Time Admissions

At Pot Kiln School we follow the Suffolk County Council Policy for allocating places to families. **Please note nursery pupils are not automatically given a place in school.**

Pupils are eligible to attend school from the September of the year in which they turn 5. Parents wishing to apply for a place in the Reception Class can apply online at www.suffolk.gov.uk/admissions or fill in a CAF1 paper application obtainable from the school office. Returns should be made by January before the academic year in which they start full-time education. The school will forward completed forms to the local authority admissions team.

Parents of children transferring school other than at the normal transition time will be required to complete a CAF2 form.

The local authority admissions team will inform parents directly by letter whether or not their child has been allocated a place at the school. The school will also be informed of the decision.

30 Hour Provision Eligibility

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare: -

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- The upper limit that each parent can earn is £100,000
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or, if they are on statutory sick leave.

- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.
- Fostered children are not eligible.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf

Pot Kiln Nursery Application Form

Child's Information			
Surname:		First Name:	
Date of Birth:		Gender:	<i>Male/Female</i>
Address:			
Any additional needs which the nursery will need to help with?			
Home language of family?			
Parents' Information			
Parent 1:			
Surname:		First Name:	
Mobile Number:		Email Address:	
Address:			
Home language			
Date of Birth		NI Number	
Parent 2:			
Surname:		First Name:	
Mobile Number:		Email Address:	
Address:			
Home language			
Date of Birth:		NI Number:	
Start Date Request			
<p>Your child's start date will depend on their date of birth. Birth date from 1 April to 31 August – following Autumn term start Birth date from 1 September to 31 December – following Spring term start Birth date from 1 January to 31 March – following Summer term start</p>			

Term:		Year:	
Please bring your child's Birth Certificate or Passport with you when returning this form. The form will ONLY be accepted if we are able to attach a copy of these documents.			
Signed (Parent):		Date:	
Office Use Only:	DoB Proof Attached	Sign/Date:	