



St Swithun's CE Primary School

Nursery Admissions Policy

**For admissions from September 2017
onwards**



**OXFORDSHIRE
COUNTY COUNCIL**

Introduction

There is a countywide admissions policy for community and voluntary controlled nursery schools and classes. This policy was determined by the County Council in 1997 and is administered by schools. This has ensured that admissions are based on common principles. Schools which are their **Own Admission Authority** are not legally obliged, but may choose, to adopt and follow this policy with suitable amendments. There is a separate admissions policy for Freestanding Nursery Schools.

When new children join the nursery class or school **it is important that parents are made aware that the process of applying for place at a primary school for the reception year is separate to that of applying for a place in a nursery class or school.** Parents whose children attend the nursery school or class, particularly from outside the designated area of the primary school, should be reminded that their child is **not guaranteed** a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply following the normal [County Council school admissions procedures](#).

Schools offer children a full time reception place for the whole of the academic year in which the child becomes 5. Schools will need to consider this carefully in planning the organisation of the foundation stage, both for admissions to their nursery, and for children who defer entry to reception.

Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Own Admission Authority – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

Looked After – A ‘looked after child’ is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

Previously Looked After - The term “previously looked after children” refers to children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2001 (see section 46 adoption orders), or became subject to a child arrangements order¹ or special guardianship order².

¹ Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders

² Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council's Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Early Education for eligible children aged 2 - A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2nd birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. For further information please see: <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>)

Eligibility Terms

Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday

Autumn Term: September 1st-December 31st

Spring Term: January 1st-March 31st

Summer Term: April 1st-August 31st

30 Hours Extended Childcare Entitlement

From September 2017, families meeting certain eligibility criteria will be legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

The government will host an **eligibility checker** service to determine whether families qualify for the extended entitlement.

Parents cannot insist on accessing their child's extended entitlement at any particular provision. Schools must decide whether they will offer only 15 hour nursery places or whether they are able to include some extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

In deciding on the school's offer, they should consider that children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires,

the place should revert to a universal 15 hour place unless the parent/carer agrees to pay for the extended hours.

Schools collecting payments for unfunded hours should ensure those hours are not returned on the census.

Funded 2 Year Olds as part of the School Nursery Roll

Primary Schools with nursery provision commonly have an age range of 3-11. If schools would like to admit 2 year olds onto the school nursery roll, there is a DfE process to follow, including consultation with relevant parties. Please see [DfE guidance on school organisation](#) for further information.

Schools which have extended their age range to 2 should only include funded 2 year olds on their nursery roll. They must determine whether places for funded 2s are capped, and publicise this to parents e.g. on the school website.

Because numbers of funded 2 year olds could fluctuate considerably, schools may decide to offer some 2 year old places to fee paying families. Non-funded children (in any age group) should not be placed on the school roll or be included on the schools census. They also do not count towards the Published Admission Number. Parents paying for a 2 year old place should therefore be advised that they will need to apply formally for a nursery place for the term after their 3rd birthday. Purchase of a childcare place does not give any certainty of being offered a school nursery place.

Allocating Places and Oversubscription

Schools may find it helpful to set a cut-off date each term for applications to start nursery the following term. This helps with administration particularly when places are likely to be oversubscribed.

If oversubscribed, please allocate any places strictly in line with the criteria listed at point 16 of the policy. You may need to request home to school distance measuring, in which case please allow sufficient time for this to be done. Detail on how to request measuring from County Hall staff is on the Intranet at [Nursery to Home Distance Measuring](#).

Schools can also use the arrangements detailed under the measuring process note to check whether individual children qualify under point 16.5 – eligibility for a funded 2 place at the time of application. Eligible families should be able to provide you with a 'TYE reference number'. You may however wish to check and if so please mention you need this when you send your data across.

ST SWITHUN'S CE PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes and attached nursery schools. Therefore, in the event of a complaint the final responsibility and decision for admissions to St Swithun's CE Primary School rests with the County Council.
2. **The designated area** (catchment) of the nursery is set out clearly on a map and is available for parents to see on request. It is also to be made available electronically. The catchment area for the nursery is the same for the whole school.
3. The school's **published admission number** for the nursery is agreed with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (pte) places. One pte place is 15 hours per week, term time only. The admissions number for the nursery is 52 pte places.
4. School will offer nursery places at least up to the published admission number. Where the school offers the extended entitlement within their nursery provision, a 30 hour place is deemed to represent 2 pte places.
5. School will not operate the nursery with empty places in any term if there are eligible children on the continued interest list.
6. The minimum **universal entitlement** to funded nursery education is 15 hours per week, from the term after the child's third birthday.
7. Places offered will always be for at least 15 funded hours a week.
8. School also offers the **extended entitlement**, of 30 hours per week (term time only) if places are available. This is decided in advance of the academic year and publicised to parents/carers on the school website. School is not obliged to offer the extended entitlement. Priority is given to universal entitlement funded places. After this allocation, any available sessions are then offered as extended entitlement places. The same priority criteria for nursery admissions is applied.
9. **Admissions are in September.** Funding and entitlement are based on a three-term year.

10. Children are entitled to a place from the first day of September. The school offers 'staggered starts' to help children with the transition. Staggered starts should not be arranged over more than a week or two.
11. Parents will be notified in advance that a place is available for their child no later than the summer half term. The deadline for considering nursery **applications for admissions for September 2018 is 12th March 2018.** Parents must accept the offer of a place by a specified deadline. Places that are not accepted by the deadline will be offered to other families in a second round of offers. **Late applications should be received by 5th May 2018** and will be processed once the first allocation of places has been finalised. The same nursery admissions criteria will be followed.
12. School does not permit parents to split their universal free entitlement with another provider and children must access their full 15 hours entitlement in one setting.
13. School does not permit parents to split their extended free entitlement with another provider and children must access their full entitlement in one setting. However, parents may take their full universal free entitlement with nursery and their full extended entitlement with another provider. The 15 hours free extended entitlement cannot be split between two providers. Sessions taken elsewhere will have to be paid for.
14. **Flexibility** - School can offer nursery places in a number of ways. These include half or full day sessions (9 a.m. to 12 p.m. and 12 p.m. to 3 p.m.). The afternoon sessions include lunchtimes. Extended sessions taken up in the nursery cannot be used for the after school club. Children in afternoon nursery sessions will need to bring a packed lunch from home.
15. Information is provided on the school website stating the opening times of the nursery provision, admissions policy and its educational aims and provision.
16. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County Council primary schools. Children with an Education Health and Care Plan naming the school will always be admitted. School will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. **Other criteria (such as date of birth) cannot be used.**
 - 16.1 Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

16.2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

16.3 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.
- Those children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.4 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

16.5 Children living outside the designated area who have a brother or sister attending either the nursery or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.6 Children who attend day care or a voluntary or private sector pre-school on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System.

16.7 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the County Council Education Sufficiency and Access Geographic Information System

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

18. Once a child is admitted to the nursery, the child is entitled to remain in a universal **part time** place in the nursery class or nursery school until the term after he/she becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September. See the Primary School admissions policy for more detail on deferring entry.

19. Where a family ceases to be eligible for the extended entitlement, the free place must return to the universal entitlement level when the grace period expires. This would be at the end of the term after eligibility ceases.
Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.
20. School may allow the parent/carer to continue to access the extended hours on a fee paying basis if there is availability, but are not obliged to. If a place becomes available first priority will be given to families on the continued interest list for both universal and extended entitlement places.
21. A universal entitlement place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.
22. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school. For Aided schools or Academies the complaint should be directed to the Head of the school and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.
23. There is no statutory right of appeal.

Contact details

Admissions & Transport Services Manager

Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk

Senior Officer (Early Years Organisation)

Tel 07733 001503 e-mail: SchoolOrgPlan@oxfordshire.gov.uk

(for initial advice regarding the application of this policy)

Policy adopted by the Governors on 4th July 2017

Next review date: July 2018