



# Whitecross Nursery School

## Admissions Policy

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|------------------------|-------------------|
| Reviewed & approved by | Governing Body    |
| Date of last review    | 28 September 2022 |
| Date of next review    | September 2023    |

This policy will be reviewed sooner if there is a change to legislation or guidance which may affect it.

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Whitecross Nursery School are responsible for our own admissions. We do not have a defined catchment area and all parents/carers are eligible to register their child's name on our waiting list. Children can be registered at any time from birth.

We offer places to 3 and 4 year old children taking up the free 15 funded hours as well as those eligible for the extended 30 funded hours. We can also offer extended sessions on a self-funded basis for those using their 15 funded hours who are not eligible to the 30 extended hours. Please see Appendix 1 for information on eligibility.

We have the following places available daily:-

- 16 places each morning at Breakfast Club
- 52 places each morning
- 52 places each afternoon
- 40 places at lunchtime for school dinners
- 16 places each evening at After School Club

*(Wrap around care and lunchtime places can be easily increased if more children require it and will not be capped)*

All children will need to have completed a Free Early Education Funding contract detailing their eligibility.

### **School Intake & Offer of Places**

Our main intake is in September of each year. However, if we have spaces available we can admit children during the first term after their third birthday in January or after Easter.

On the rare occasion we still have spaces throughout the year, then children who are rising three (who will turn three within the current term) may take a remaining nursery place. This will not be funded as the school does not take funding for two year olds. However parents may pay for available sessions for their two year old during that term and claim funding after the term they have turned three.

The offer of places for September will take place in the preceding Spring term. The offer of places for January and April (should there be spaces available) will take place in the preceding Autumn term. Sessions are agreed in advance and cannot be swapped due to absence or closure days.

Parents may request to permanently change sessions, this will be actioned as soon as possible depending on spaces available

### **Criteria for admission**

### **Criteria for allocation for fifteen hours of funded education**

Children will be given priority according to the following criteria.

1. Children with educational, medical or social needs including looked after and previously looked after children. Applications on these grounds will have to be supported in writing by the relevant professional involved, such as Social Worker or GP etc.
2. Priority will be given to children who require 4 or more sessions. (however a child's priority does not increase with the number of sessions required over the 4 stated)
3. How long the child's name has been on the waiting list.

### **Criteria for allocation for extended entitlement of funded education.**

Children will be given priority according to the following criteria:-

1. Children identified or referred in relation to being in need or at risk (see No. 1 above).
2. Children accessing their universal entitlement at Whitecross Nursery School i.e. first 15 hours.
3. How long the child's name has been on the waiting list.
4. Priority will be given to children who require 4 or more sessions. (However, a child's priority does not increase with the number of sessions required over the 4 stated.) i.e. a child maybe accessing their Universal 15 hours funding at another setting and only want to access their extended entitlement at Whitecross, in this instance children would still need to access a minimum of 4 three hour sessions with ourselves.
5. If a particular session is full then a waiting list will be created and length of time on waiting list will be considered.

Our school is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer any disabled pupil or pupil with individual needs a place at Whitecross Nursery School provided that those needs can be successfully met and if the supporting agencies feel that it is an appropriate placement.

Emergency admissions will be considered if places are available and where requests are made from social workers, health visitors or other professionals involved with the family. Places will be given at the discretion of the Headteacher in consultation with Governors and may need to take priority.

It is possible for a child to access an extra year at Whitecross if their parents request delayed school admission for their summer born child.

### **Allocation of Sessions**

Prior to taking up their place at our school, parents are asked to advise us of the preferred sessions for their child. Sessions will be allocated dependent on the same criteria used for allocation of places. We do our best to meet the session preferences of all our families, however

we do take into account the balance of numbers of children across the day (i.e. those having part-time / full-time places and numbers of children at dinnertime) and this could impact on availability.

Please see Appendix 1 for information on our available sessions.

Parents will be sent an offer letter advising them of their sessions as soon as all sessions have been allocated.

This policy has been drawn up with the agreement of the Governing Body of Whitecross Nursery School and will be reviewed by the Governing Body annually.

Related Policies:      New Starter Induction Procedures  
                                 Safeguarding & Child Protection Policy  
                                 SEND Policy  
                                 Attendance Policy  
                                 Charging & Remissions Policy  
                                 Equality Policy  
                                 Complaints Policy

Related Guidance: Delayed School Admissions for Summer Born Children (DfE, May 2018)

## **Appendix 1**

### **Free 15 Hours Funding**

All children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of funded Nursery Education per week, over 38 weeks of the year, from the term after their third birthday.

### **30 Hours Extended Free Childcare Funding**

From September 2017, the government extended the free childcare offer for eligible three and four year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year. To qualify for the additional hours of free childcare, each parent (or the sole parent in a single parent family) needs to earn, on average, a weekly minimum equivalent to 16 hours per week at national minimum wage, and less than £100,000 per year. This extended childcare offer is flexible and families can use it to suit their needs. Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold

Parents can check if they qualify and apply for the extended entitlement at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Parents will be given an eligibility code which must be submitted to the school for verification by the end of term before the child wishes to access their extended entitlement.

Parents are responsible for renewing their code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific grace period. Following the end of their grace period the child will revert to the universal offer (15 hours, term time only) the following term, unless the parent chooses to pay for the additional hours. Details of our current charges can be found in the school's Charging & Remissions Policy.

If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the 'grace period' term (whichever is the sooner) the school will assume that the child will be stopping their extended entitlement place at the end of the grace period. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.

If families do not meet the eligibility criteria for the additional 15 hours of free childcare, they may pay for additional hours. Details of our current charges can be found in the school's Charging & Remissions Policy.

### **Nursery Sessions**

Eligible hours are offered in a flexible manner that include:

- 5 mornings or 5 afternoons (or a combination of both)
- Full days
- Full days and a combination of mornings or afternoons
- Breakfast Club

- After School Club

We take into account the balance of numbers of children across the day (i.e. those having part-time / full-time places and numbers of children at dinnertime) which could impact on availability.

Our nursery session times are:-

|                   |                  |
|-------------------|------------------|
| Breakfast Club    | 7.30am – 9.00am  |
| Morning Session   | 9.00am – 12.00pm |
| Afternoon Session | 1.00pm – 4.00pm  |
| Full Day          | 9.00am – 3.00pm  |
| Full Day          | 9.00am – 4.00pm  |
| After School Club | 4.00pm – 6.00pm  |

All full days to include a school dinner; the charge for a school dinner is determined by our school dinner provider. The current price of a school dinner can be found in the school's Charging & Remissions Policy.