



Sherwell Valley Primary School

Nursery Admissions Policy

September 2019

This policy will be used to determine admissions to the Nursery at Sherwell Valley Primary School. It sets out the criteria by which we allocate places to our nursery which takes children from the age of 2 years old up to when they start school (normally the September after their 4th birthday). The Nursery is open during term times from 7.45am to 6.00pm.

This policy complements the policy for admissions to the main school from Reception to Year 6.

The Ethos

Sherwell Valley Primary School is a maintained primary school. It will seek to create and promote a challenging learning environment that inspires children to achieve high standards and become life-long independent learners.

The school will set consistently high expectations, build children's confidence and ensure engagement for all. The school will endeavour to develop creative thinkers, inquisitive questioners and avid problem solvers with flexible skills who are successful communicators. Children will learn to collaborate effectively at all levels and be equipped to adapt to the needs of a diverse and ever-changing society.

We ask parents to respect this ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

Early Years Education Funding for two, three and four-year olds

Some 2 year olds are eligible for 15 hours of free education and childcare per week, 38 weeks per year for more information about the scheme (whether you are eligible and how to apply) please visit: <https://www.torbay.gov.uk/children-and-families/childcare/2-year-olds/>).

All three and four-year olds are entitled to 15 hours of free education and childcare per week, 38 weeks per year while some three and four-year olds qualify for 30 hours of free education and childcare per week, 38 weeks per year). For more information about these entitlements please visit here: <https://www.childcarechoices.gov.uk/>

We expect to admit children that will be using their free education and childcare entitlement and those that are both funded and paying for some hours above those free hours they are entitled to. There may be some children who are only attending for funded hours and some that only attend for a combination of funded and bought hours. The minimum amount of funded time in a day is 3 hours and the maximum is 10 hours.

Admissions to the nursery

We admit children from the September after their second birthday.

Any child attending the nursery may attend for bought sessions or hours in addition to their free hours.

Patterns of attendance available

We offer nursery sessions in a flexible way to meet the needs of children and families using the nursery, all hours booked in our nursery are eligible to be used as part of your child's free entitlement. The sessions we offer are:

| Session Name | Session Time | Price (£) |
|---------------------------------|-------------------|-----------|
| Full Day | 7.45am – 6.00pm | £40.00 |
| School Day | 8.50am – 3.20pm | £28.60 |
| School Morning | 8.50am – 11.50am | £13.20 |
| School Afternoon | 12.50pm – 3.20pm | £11.00 |
| Lunch* | 11.50am – 12.50pm | £4.40 |
| Breakfast Club | 7.45am – 8.50am | £3.40 |
| After School Club (session 1) | 3.20pm – 4.30pm | £3.40 |
| After School Club (session 1+2) | 3.20pm – 6.00pm | £8.30 |

* a hot meal can be provided (at an additional cost of £2 per meal)

These sessions can be combined together to create a pattern of attendance that works for you – so if you would like your child to start nursery at 7.45am and finish at 3.20pm this is possible (by combining a “School Day” session with a “Breakfast Club” session) and would cost £31.90 per day.

This flexibility will allow you to select sessions that meet your needs as well as using your free hours in a way that will enable you to get the most from the free entitlement. Examples could be:

| Sessions Taken | Times Attended | Total hours attending per week | Free hours per week | Amount of hours to be paid for/weekly cost |
|---|--|--------------------------------|---------------------|--|
| Mon – Full Day Tue – Full Day Wed – Full Day | 7.45 – 6.00 7.45 – 6.00 7.45 – 6.00 | 30 hours 45 minutes | 30 | 45 minutes / £2.93 per week |
| Mon – School Morning Tue – School Morning Wed – School Morning Thur – School Morning Fri – School Morning | 8.50 – 11.50 8.50 – 11.50 8.50 – 11.50 8.50 – 11.50 8.50 – 11.50 | 15 hours | 15 | 0 hours / £0 per week |

| | | | | |
|--|-------------|------------------------|----|--------------------------------|
| Tue – School Day + After School Club (session 1) | 8.50 – 4.30 | | | |
| Weds – School Day + After School Club (session 1) | 8.50 – 4.30 | 30 hours 40 minutes | 30 | 40 minutes / £2.20 per week |
| Thurs – School Day + After School Club (session 1) | 8.50 – 4.30 | | | |
| Fri – School Day + After School Club (session 1) | 8.50 – 4.30 | | | |

Your child’s free hours can be used in any of the sessions we provide.

Charging

If you wish to buy additional hours on top of the funded hours you can do this during any of our opening times. Please contact the school for details of current charges.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory. A charge cannot be made if a child is only attending the nursery as part of their free entitlement to childcare and education unless this is for an additional service requested by the parent/carer of the child (for example if the parent/carer would like the child to receive a hot meal at lunchtime rather than bringing a packed lunch).

Payment for Nursery Sessions

We use an online booking and payment system for our Nursery sessions (School Gateway) as this makes the whole process of managing payments more efficient and allows parents to pay their bill at any time. You will receive a letter when you start at the Nursery giving details of this system, how to register and how to pay for the sessions you book (where these are not covered by your child’s free entitlement to childcare and education).

We encourage parents to use the online payment platform wherever possible but still allow payment by cash or cheque. The school also accepts payment by Childcare Vouchers and by the Tax Free Childcare scheme (please see further details below) for those who use these.

Free entitlement hours

Parents only wishing to use their 15 or 30 funded hours with us need to choose sessions carefully so that they can access the full 15 or 30 hours without going over their free entitlement. If you book sessions for more than your allocated free entitlement you will be charged for them.

Childcare Vouchers

Our school accepts childcare vouchers. Please contact us to ask about the vouchers we accept. If your employer uses a different voucher scheme to those we currently accept, please contact us so that we can register with your employer’s scheme.

Tax Free Childcare

If you’re a working parent with children under 12 (or under 17 for disabled children), you can open an online account to pay for registered childcare.

The government will top-up the money you pay into the account. For every £8 you pay in, they will add an extra £2. You can receive **up to £2,000 per child per year** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months. To find out more about this please visit: <https://www.childcarechoices.gov.uk/>

School Lunches

Free school meals (FSM) can be provided for children (whose parents meet the eligibility criteria) if their child attends both before and after the lunch time period. If a child is eligible a free school meal will be provided whether the child is attending for funded or bought time.

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch (current cost £2) or bring a packed lunch.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit, you should contact the school to make an appointment.

We offer a one hour stay and play taster once a place has been confirmed. Parents must stay with their child for the duration of this taster hour.

Although the majority of children start at the nursery in September we accept children at any time during the school year if places are available. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school will not hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent/carer.

How to apply for a nursery place

Parents must complete the Nursery Admissions Application Form below and return it to the school. The closing dates for applications for the nursery intake are: 1st April, 1st September and 1st January.

You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend

nursery and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform us as this may affect your application.

You will be asked to provide date of birth evidence, to enable us to check your child's age.

What happens next?

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will we prioritise applications according to the oversubscription criteria below.

By the half term preceding any new term we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider. If you need help finding a place at another provider, please contact Torbay's Family Information Service on either 0800 328 5974 or by visiting: <http://search3.openobjects.com/kb5/torbay/fsd/family.page?familychannel=3>.

Points of Admission to nursery

Generally, children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Moving on to Reception in school

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday. All places offered in Reception at the normal round are for full-time admission in the September following the fourth birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time. If you have any queries about moving on from nursery to Reception at any school, please contact our Admissions Officer or the LA Admissions Team.

All children must formally apply for a place in a Reception class in any state-funded school or academy. That includes children at our nursery who wish to attend our Reception class. You must apply through the Local Authority where your child lives. For information about this process, please contact us directly or speak with the Torbay Council Admissions Team

We do not normally accept applications for school aged children at the nursery.

The admissions process

Initially admissions for the September intake will be considered. The process below will be followed for those wanting to start in the nursery from September:

- 1) Open evening held early in the Summer Term (after Easter) for prospective parents to come and view the nursery (25th April)
- 2) All applications for nursery places must be received by 8th May
- 3) Admissions will be considered and decided on with reference to the oversubscription criteria set out in this policy

- 4) Admissions panel will notify parents of their decision by 24th May
- 5) Parents will be invited in to an Induction meeting early in June (25th June)
- 6) Children will be invited to attend an induction stay and play session during the week commencing 2nd September
- 7) Children will start nursery fully in the week commencing 9th September

If there are places still available after this allocation of places they will be allocated on a first come first served basis – if applications are received on the same day the oversubscription criteria will apply if required.

Nursery Admissions Number

This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below this number. If there is unexpectedly high demand and we believe we could admit more children, we will do so. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

If there is an increase in the demand for places we may decide to increase the number at the start of the following term in order to accommodate children on the waiting list and conversely reduce the number if there is a very low demand.

The table below sets out our Nursery Admissions Number:

| | |
|--|-----------------------------------|
| Maximum Number of 2-year olds who can attend the nursery at any one time: | 18 |
| Maximum Number of 3 and 4-year olds who can attend the nursery at any one time: | 50 less the number of 2 year olds |

Oversubscription Criteria

The criteria in this section apply to entry at all times. When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Needs naming the Nursery¹, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children for whom an exceptional social or medical need to attend this school is demonstrated.
3. Children attending Little Valley nursery in the academic year 2018/19
4. Children whose parent is a member of staff employed here.
5. Children eligible for either Early Years Pupil Premium or free education and childcare for 2 year olds
5. Children who have a sibling on roll at the nursery or in the main school.
6. Children who live in the designated area.
7. Other children.

¹ each application must include evidence from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered

For the first ten places in all sessions priority will be given to 2 year olds (children who will be aged 2 on the 1st September in the admissions year) – if there are more than 10 children wanting these spaces we will use the oversubscription criteria set out above (and the tie-breaker below if needed).

Tie-breaker

If it is necessary to prioritise an application within any category we will first prioritise the child who is attending the greater number of hours in the day (then week) and if this does not allocate the place we will then prioritise the child with the shortest walking distance to the school. The closer the child's home, the higher the priority. If this is insufficient, we will use a random number generator to draw lots. This will be conducted by a person independent of the school.

Waiting lists

Following allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete an Expression of Interest form and informed by the school when they should submit the Nursery Admissions Application Form below.

Admissions appeals

If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The School will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

Transport

No transport is available for pre-school children. If you have any queries regarding this, you can discuss them with the LA where your child lives – in most cases this will be Torbay Council.

Claiming the Funding for free entitlement hours

A child's entitlement to free education and childcare can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents must not claim more than the 15 or 30 hour entitlement. Checks are carried out to ensure that over claims are not made.

Changes to attendance and increasing the hours attended

If a place becomes available part way through a term, the oversubscription criteria will be applied to those on the waiting list to determine who should be given priority for that place.

Changes to the times when a child is attending can be requested at any time.

It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

Absence/Sickness

If a child is sick and unable to attend their booked session, the parent must inform the school by the start of the session. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

Glossary and definitions

Children formerly Looked After - These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.

Education, Health and Care Plans - an Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan names this school will be the highest priority for a nursery place.

Home Address - where we ask for evidence of the address from which a child would attend nursery, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.

Member of staff - this will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.

Overseas children - we will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non-EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless they can provide a valid visa allowing entry into the country.

Oversubscription criteria - where the number of applications exceeds the number of places available we will use our oversubscription criteria to prioritise applications.

Parent - a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian, and this can be one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.

Sibling - this will be any child living in the same household as part of a single-family unit. It will also include a full, adopted or half brother or sister living at a different address. To qualify as a sibling, a child must be on roll in the Nursery or on roll in Reception to Year 6.

Tie breaker - to distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the school's establishment marker on Devon LA's

Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.