



## Nursery Admissions Policy 2019/2020

### Admission

To request admission into Catshill First School and Nursery a Nursery Admissions Application Form must be completed. These can be obtained from the Catshill First School and Nursery main office. Completion of the admissions form does not guarantee a place in the Nursery.

There are three intakes during the year (subject to availability), at the beginning of each term: September, January and April. Children may be admitted in the middle of a term at the Head of School's discretion.

Applications must be made in advance of preferred start date: (Applications received after these dates will be considered once the first application round is completed and places have been allocated.)

<b>Preferred Start Date:</b>	<b>Application Form Completed By:</b>
September 2019	End of March 2019
January 2020	End of October 2019
April 2020	End of December 2019
September 2020	End of March 2020

All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must apply to Worcestershire County Council for a place in the Reception class.

Written confirmation of allocation of a place will be sent out in the term before their child is due to start Nursery. Parents must fill in the slip and return it to school by the date given on the letter. If a parent has not responded to an offer within three weeks from the date of the written offer, the Nursery may withdraw the place. Parents will have to re-register an interest in a place if the admission has been withdrawn.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Catshill First School and Nursery offer 13 places with 30 hours funding and 26 places with 15 hours funding. Further places with 30 hours funding may be considered based on the admissions criteria and at the discretion of the Head of School.

### Age of Entry

Children can be admitted to Nursery at the start of the term following their third birthday, if places are available.

<b>Birthday</b>	<b>Intake Term</b>
1 <sup>st</sup> January – 31 <sup>st</sup> March	Summer Term (April)
1 <sup>st</sup> April – 31 <sup>st</sup> August	Autumn Term (September)
1 <sup>st</sup> September – 31 <sup>st</sup> December	Spring Term (January)

Parents can register interest in a place in Nursery once their child turns 2 years old.

## **Sessions and Funding**

The Nursery operates on a term time basis only and these dates are published on the Catshill First School and Nursery website. We encourage parents to take up sessions across a minimum of 3 days each week as we find children settle more easily and access a wider range of experiences.

Preferred sessions will be considered with each application however they cannot be guaranteed. If preferred sessions are not available then alternatives may be offered (subject to availability).

If parents wish to use only part of the 15 or 30 hours entitlement then want to take up the full entitlement at a later date then an application to increase sessions must be made. Sessions are subject to availability. Please see 'Change in Sessions' section below.

### **Universal 15 free funded hours**

All children receive this from the term after their 3<sup>rd</sup> birthday.

The 15 hours are to be taken in five 3 hour sessions and can be taken across mornings, afternoons or full days.

Sessions run **Monday to Friday 8:45am-11:45am and 12:30pm-3:30pm.**

Lunchtime is not included in the funded hours and is charged at £5 a session.

Parents may buy extra morning or afternoon sessions which are charged at £15 a session (subject to availability).

### **Extended Entitlement 30 free funded hours**

Some children are eligible for this if parents meet the criteria and register for their 30 funded hours code.

These hours can be taken across the 'core' 30 hours - **Monday to Friday 8:45am-2:45pm.**

Parents may buy an additional 45 minutes each day to extend the session to end at 3:30pm. These are charged at £5 a session.

Eligibility for the 30 hours is determined by HMRC through the online application and parents must apply every term via the Government's Online Childcare Service. [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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 is £125.28 if you're over 25. This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child does not usually live with you;
- the child is your foster child;
- either you or your partner has a taxable income over £100,000;
- you're from outside the EEA and your UK residence card says you cannot access public funds.

Further information and online application can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Some foster children will be eligible for 30 funded hours dependent on whether their foster parents meet certain eligibility criteria. Further information can be found online: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Admissions Criteria

If the demand for places exceeds those available, the following criteria will be used to allocate places:

1. Looked After\* children;
2. Children with additional needs\*\*, with priority given to those who meet the County Council's criteria for statutory assessment;
3. Siblings\*\*\* if the older sibling will still be on the roll in Nursery when the younger sibling starts in Nursery;
4. Child's age/Date of birth;
5. Children living nearest to the school measured by the shortest straight line distance.

**Priority will be given to those wishing to access full eligible provision (15 hours or 30 hours), over those wishing to access less than 15 or 30 hours provision.**

\***'Looked after'** means all those currently accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

\*\***Additional needs** includes those children whose needs are monitored by LA or external support agencies and those with an EHCP. Needs may be physical / emotional / social or intellectual. The decision will be taken by the Head of School in consultation with the SENDCo, Early Years Leader, Nursery Teacher and external agencies.

\*\*\***Sibling** connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

## Reserve Lists

Where more applications are received than places available, the over-subscription criteria will be applied and those children who are not offered places will have their details added to a reserve list. This list will be held until such time as the child is expected to transfer to Reception.

Children's names are placed on reserve lists in strict order of the school's Admissions Criteria. If a place becomes available, the school office will contact the parents of the child whose name is first on the reserve list. Reserve lists are not waiting lists; a new request from another parent for a child's name to be placed on a reserve list can result in other children being moved further down the list if this child has a higher priority for a place according to the admissions criteria.

## Changes in Sessions or Withdrawal of Nursery Place

Parents may request to reduce or increase their child's Nursery sessions by completing a Change in Sessions Form (available at the school office). Changes will be considered and allocated subject to availability. A half terms notice is required to make any changes to your child's Nursery sessions.

<b>Term when changes in sessions are requested to begin:</b>	<b>Change in Session Form completed by:</b>
Autumn Term (September)	End of April
Spring Term (January)	End of October
Summer Term (April)	End of February

Should you wish to remove your child from Catshill First School and Nursery, you must give 4 weeks' written notice.

## **Fees and Charges**

Please be aware if your child is attending for more than their funded hours fees will be payable in advance. Parents are invoiced half termly and fees are due a month from the date of the invoice. Non-payment will result in a reduction in your child's hours or loss of the place.

***There is no refund for sickness, holiday or any other absence.***

Fees for additional sessions:

Additional Morning or Afternoon Session (3 hours) - £15

Lunchtime Session – £5

Additional 45 minutes at end of day (extending 30 hours funding) - £5

## **Attendance**

Attendance is important in order for your child to experience all learning opportunities available at Nursery. Attendance is regularly monitored at Catshill and First School and Nursery.

Nursery staff will speak to parents if attendance is poor or erratic to remind them that for their child to benefit from Nursery education they need regular attendance. If attendance does not improve then parents may be called to meet with a senior member of staff.

Since places in the Nursery are limited, parents/guardians are advised that a poor record of attendance without good cause, may lead to their child's place being given to someone else. Parents will be notified of the loss of place in writing.

If a child is absent for more than 3 week without notification from parents and the school has been unable to make contact with parents during this time, the child's place may be given to someone else. Parents will be notified of the loss of place in writing.

## **Admission Decisions**

Decisions will be made by admissions in the school office at Catshill First School and Nursery, through discussion with the Early Years Leader and Nursery Teacher. All places are allocated based on the procedures and criteria in this admissions policy.

All offers and withdrawals of Nursery places are made at the discretion of the Head of School and their decision is final.