

## NURSERY ADMISSION POLICY 2017/18

### **Universal offer (15 hours) of nursery provision**

Applications for nursery places should be made directly to the school, before the end of January preceding admission in September. Offers of places will be made as soon as possible after this date.

The local authority is required to ensure that there is sufficient nursery provision within the borough for three and four year olds, leading up to their statutory school starting age.

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs or Education Health Care Plan are required to be admitted to the school named in their statement/EHC plan. **Thereafter the following oversubscription criteria will apply.**

### **Oversubscription criteria for the universal offer, for which all children are eligible (15 hours per week):**

1. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. See Note 1 below.
2. Pupils who live within the catchment area of the school. Pupils in this category with an older sibling (brother or sister), attending the school in September 2017, will be given priority.
3. Sibling link, to include adoptive siblings, half siblings, step siblings and long term fostered children, residing at the same address and attending the school in September 2017.
4. Shortest distance, measured as a straight line from a single fixed central point of the home address (including flats) to the central point of the school, using the Local Land and Property Gazetteer and the Council's Geographical Information System.

N.B The above distance measurement will also be used as a 'tiebreaker' within each criterion, if necessary. In the case of flats, if there is more than one home address with the same measurement, the flat with the lowest number will be offered the place. In all other cases of the same measurement, random allocation will be used.

It should be noted that **universal offer** places in a nursery class will be on a part-time basis (5 morning or 5 afternoon sessions per week) and this will be the maximum amount of funding allocated. One nursery session is based on three hours in length.

#### **Note 1**

*A looked after child is a child who is in the care of a local authority, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.*

*An adoption order is an order made under section 46 of the Adoption and Children Act 2002.*

*A residence order is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.*

### **Additional offer - 30 hours of nursery provision**

From September 2017, it is possible for working parents to be entitled to 15 additional funded hours; however, this will be subject to eligibility criteria which apply at the time of the application. Parents will need to check their eligibility for additional provision.

The criteria are:

- Both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.
- Working will include employed and self-employed persons.
- Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate.
- This includes those parents on zero contract hours who meet the criteria.

Parents will therefore be eligible in the following circumstances:

- Both parents are employed, but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed, but one or both parents is temporarily away from the workplace on adoption leave;
- Both parents are employed, but one or both parents are temporarily away from the workplace on statutory sick pay.

In addition, parents will be eligible where one parent is in receipt of benefits relating to caring responsibilities or a disability and the other parent is working.

This will help these households to maintain one parent in employment, or enable them to increase their hours of work, whilst supporting the other parent with their own needs.

This will apply in the following circumstances:

- One parent is employed and one parent has substantial caring responsibilities, based on specific benefits received for caring;
- One parent is employed and one parent is disabled or incapacitated, based on receipt of specific benefits.

**Due to space limitations, the school can only offer 30 hours per week (the universal 15 hours entitlement and the additional 15 hours of provision) to eligible working parents of children, who will be starting their Reception Year in September 2018.**

For children, who will be starting their Reception Year in September 2019, the school will offer the universal 15 hours entitlement over 5 afternoon sessions per week and will signpost parents to other local childcare settings in order that they can build their own childcare package.

The oversubscription criteria for the additional offer, for which some families will be eligible (30 hours per week) will be the same as the current criteria for the universal offer (15 hours of nursery provision).

It should be noted that the 15 hours universal offer for children receiving 30 hours provision in a nursery class will be offered for 5 morning sessions per week. The additional 15 hours will be offered for 5 afternoon sessions per week. Each nursery session is three hours in length.

Additional provision will only be offered whilst parents are eligible. If eligibility changes, the school will give the appropriate notice to families (in line with guidance provided by DfE)

## **Waiting Lists**

Where parents are refused a place, schools will keep a waiting list of the names of applicants, up to the start of the Autumn Term or ongoing. Children are placed on the waiting list according to the oversubscription criteria, regardless of when their application was received. Within each criterion, their place is ordered by the shortest distance to the school, measured in a straight line, from a single fixed central point of the home address (including flats) to the central point of the school, using the Local Land and Property Gazetteer and the Council's Geographical Information System, with those living closer to the school receiving higher priority.

If a place becomes available, it will be offered to the child at the top of the waiting list. This means a child, who is on the waiting list, will move down the list, if another late application is received, that falls within a higher priority under the oversubscription criteria.

There is no appeal procedure for parents refused a place in a nursery class, but if parents feel that they have been unfairly treated, then they can go through the school's complaints procedure with the school's Governing Body.