Greenfields Community Primary School

NURSERY ADMISSION POLICY

for September 2021

Universal Offer (15 hours) of nursery provision

The Local Authority provides 15 hours of nursery education to all three year olds and four year olds leading up to their statutory school starting age.

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.

In accordance with the Education Act 1996, children with an Education Health Care Plan are required to be admitted to the school named in their EHC plan. **Thereafter the following oversubscription criteria will apply.**

Oversubscription Criteria

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, child arrangements (formerly residence) or special guardianship order. ***See Note 1 below.***

2. Pupils who live within the catchment area of the nursery school/class (pupils in this category with a sibling link (an older brother or sister) who will be attending the school in September 2021 will be given priority.

3. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the nursery school/class in September 2021.

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 nursery school/class using the Local Land and Property Gazetteer and the Council's Geographical Information System (GIS) 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.

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. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

A **child arrangements order** (formerly 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

Places in a nursery school or nursery class are on a part- time basis (5 mornings or 5 afternoon sessions per week) and this is the maximum amount of funding allocated to the setting. One nursery session is based on three hours in length.

Due to space limitations in the nursery class, the 15 hours universal offer for children who will be starting their **Reception Year in September 2022** will be offered for 5 morning sessions per week.

The 15 hours universal offer for children who will be starting their **Reception Year in September 2023**, will be offered for 5 afternoon sessions per week.

Additional Offer – 15 hours nursery provision in addition to the Universal Offer (30 hours of nursery provision)

Some parents may 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.

Criteria for working parents:

- 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.
- 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 in the nursery class, the school can only offer 30 hours per week (the universal 15 hours entitlement plus the additional 15 hours of provision) to eligible parents of children, who will be starting their Reception Year in September 2022.

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.

For children, who will be starting their Reception Year in September 2023, 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).

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, the school will keep a waiting list of the names of applicants. 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 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 (GIS), 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.

Appeals

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 Board.