



Nursery Admissions Policy

This policy outlines the criteria and procedures for nursery admissions at Church Vale Primary. Our school offers both morning and afternoon nursery sessions that make up the 15-hour universal entitlement as part of the Early Education and Childcare guidance by the Department for Education (DfE). This policy is consistent with DfE statutory guidance and underpinned by principles of fairness, transparency, and inclusivity.

1. Legal and Statutory Framework

- **Statutory Framework for the Early Years Foundation Stage (EYFS), 2021** - Sets the standards that all early years providers must meet to ensure children learn and develop well and are kept healthy and safe.
- **Early Education and Childcare Statutory Guidance for Local Authorities (DfE, June 2018)** - Sets out the entitlements for children and the role of local authorities and providers in delivering funded early education.

- **School Admissions Code (DfE, 2021)** - Although nursery admissions are not bound by this code, this policy aims to reflect its key principles.
- **Equalities Act 2010** - Admissions decisions must not unlawfully discriminate on the grounds of protected characteristics.

2. Aims and Objectives

- To provide clear, consistent, and fair procedures for nursery admissions.
- To ensure the school nursery provision is fully accessible to eligible children and families.
- To promote early learning opportunities in line with the EYFS and DfE guidance.
- To support working parents by facilitating access to the 30-hour childcare entitlement should school be in a position to offer this.

3. Nursery Provision Overview

- **Morning Session:** 8:45am - 11:45am
- **Afternoon Session:** 12:15pm - 3:15pm
- Children can attend either session totaling 15 hours per week (universal entitlement).
- Access to extended 30 hours funding is subject to eligibility and availability.

4. Eligibility Criteria for Admission

4.1 Age of Admission

- Children can be admitted to the nursery from the term after their third birthday, in line with government funding rules:
 - **Autumn Term:** Born between 1 April and 31 August
 - **Spring Term:** Born between 1 September and 31 December
 - **Summer Term:** Born between 1 January and 31 March

4.2 Universal Entitlement (15 Hours)

Every child aged 3 and 4 is entitled to up to 15 hours of free nursery provision per week during term time (38 weeks), from the term after their third birthday. This is governed by the DfE's "Early Education and Childcare" guidance.

4.3 Extended Entitlement (30 Hours)

In addition to the universal entitlement, eligible working parents can access an additional 15 hours (totalling 30).

To qualify, both parents (or one parent in lone-parent households) must:

- Each earn at least the equivalent of 16 hours a week at the National Minimum Wage or National Living Wage.
- Not earn more than £100,000 per annum.

Parents must:

- Apply through HMRC and obtain a 30-hour eligibility code.
- Reconfirm their eligibility every three months.

4.3.1 Code Validation

- Codes must be validated by the school before the funding period starts.
- It is the parent's responsibility to ensure the code is valid and renewed regularly.
- Failure to maintain an eligible code will result in a return to the 15-hour entitlement.

Our terms:

- We do not split the 30 hours funding with other providers.
- Currently, we do not offer 30 hours but will consider in the future.
- We charge £4 for the provision during the middle of the day for adequate supervision during staff lunch times.
- Children must access the full week (we will not offer random days).
- We will not be able to provide a dinner for children- please provide a packed lunch.

5. Admissions Process

5.1 Application Procedure

- Parents must complete the nursery application form (available from the school office).
- Applications are accepted year-round, but main intakes are in the Autumn, Spring, and Summer terms.
- Parents must indicate preference for morning or afternoon sessions.

5.2 Oversubscription Criteria

If the number of applications exceeds the number of available places, the following criteria may be applied if a place becomes available:

1. Looked After Children and previously Looked After Children (as defined by the Children Act 1989 and School Admissions Code).
2. Children with an Education, Health and Care Plan (EHCP) naming the setting.
3. Siblings of pupils currently attending the school (not nursery) at time of admission.
4. Children with social or medical needs supported by professional evidence.
5. Children living nearest to the school (distance measured in a straight line).

Note: Being offered a place in the nursery does **not guarantee** a place in the Reception class. Reception admissions are subject to the admissions process through the local authority at Nottinghamshire County Council.

5.3 Waiting List

- Children who are not allocated a place will be added to a waiting list.
- Spaces may be offered mid-term as they become available.

6. Attendance Expectations

Although nursery attendance is not compulsory, regular attendance is encouraged to promote consistency and progress in a child's early learning journey.

- Persistent non-attendance may lead to a review of the child's place.
- Absence policies align with the school's wider attendance policy.

7. Session Allocation and Flexibility

- Parents can express a preference for sessions (morning, afternoon or full days if eligible for 30 hours and if we are offering this), but allocation is subject to availability.
- We aim to offer a consistent pattern of attendance.

8. Charges for Additional Hours

- Where a family is not eligible for the full 30 hours, they may request additional paid sessions, subject to availability.
- Additional paid sessions will cost £20 per 3 hours.
- Fees are reviewed annually and comply with DfE affordability guidance.
- For children accessing 30 hours, a charge of £4 will apply for the dinner provision to pay for adequate supervision over lunchtime. This does not include a meal, therefore packed lunch will need to be provided.

9. Transition and Induction Process

- Children will be offered a phased transition to help them settle into the nursery setting confidently.
- Parents and children will be invited to a welcome session and individual transition visits before the official start date.

10. Complaints Procedure

- Any concerns related to nursery admissions should be raised in the first instance with the Headteacher.
- If unresolved, the matter can be escalated through the school's Complaints Policy, which is available on the school website.
- Complaints must be handled in accordance with DfE guidance: "Best Practice Guidance for School Complaints Procedures" (January 2019).

11. Monitoring and Review

This policy will be reviewed annually or in response to any significant changes in statutory guidance or funding criteria.

References:

- Department for Education (2021). *Statutory Framework for the Early Years Foundation Stage*.
- Department for Education (2018). *Early Education and Childcare: Statutory Guidance for Local Authorities*.
- HM Government. *Childcare Choices*.
- Ofsted (2023). *Education Inspection Framework*.
- Department for Education (2021). *School Admissions Code*.
- Equality Act 2010.

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Approved by: Full Governing Body