

ST MICHAEL'S C E PRIMARY SCHOOL

POLICY FOR ADMISSION TO NURSERY CLASS

For admissions from January 2019 onwards

Introduction

There is a countywide admissions policy for community and voluntary controlled nursery schools and classes. This policy was determined by the County Council in 1997 and is administered by schools. This has ensured that admissions are based on common principles.

Terminology

Reception - the year children become 5

Year – refers to the academic year (September to August)

Own Admission Authority – e.g. Voluntary Aided, Academy, Studio, Free and Foundation Trust Schools

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Siblings/Brother or Sister - For admission purposes for Community and Voluntary Controlled schools a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number – The number of places, in part time equivalents (15hrs) agreed each year with the County Council, and published in the Council’s Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled from the term after their 3rd birthday

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child’s eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Early Education for eligible children aged 2 A targeted offer of 570 hours per year for the most vulnerable 2 year old children, from the term after their 2nd birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age. Once a funded 2 year old child starts a funded place eligibility continues even if the families circumstances change.

Eligibility Terms

Universal Early Education Funding entitlement starts from the term after the child's 3rd birthday .

Autumn Term: September 1st -December 31st

Spring Term: January 1st -March 31st

Summer Term: April 1st -August 31st

30 Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

POLICY FOR NURSERY ADMISSIONS

(Nursery Classes)

1. The County Council has devolved rather than delegated the administration of admissions to nursery classes. Therefore, in the event of a complaint the final responsibility and decision for admissions to voluntary controlled and community schools rests with the County Council.
2. The designated area (catchment) of St Michael's C E Primary School can be found on our school website www.stmichaelssteventon.co.uk or is available in electronic and paper format from the school office.
3. The published admission number for the nursery class at St Michael's C E Primary School is 52 p.t.e places (One p.t.e place is 15 hours per week, term time only).
4. St Michael's C E Primary School will offer nursery places up to and including the published admission number (a 30 hour place will be deemed to represent 2 p.t.e places).
5. If the nursery class is full we will place eligible children onto the continued interest list. Priority for placement from the continued interest list when a place becomes available will follow the admissions criteria listed later in this policy.
6. The minimum universal entitlement to funded nursery education is 15 hours per week, from the term after the child's third birthday. Where capacity exists places will be offered for at least 15 hours per week. Parents are able to request fewer than 15 hours per week for their child with a minimum of 12 hours per week.
7. St Michael's C E Primary School offers the extended entitlement of up to 30 hours per week for children who are eligible. Further information on 30 hours funding can be found at www.childcare-support.tax.service.gov.uk/par/app/overview
8. Admissions to the nursery class will be made in the term following their third birthday. This will be done **three times per year**, in September, January and April, as long as places are available. This follows funding and entitlement which are based on a three-term year.
9. Children are entitled to a place from the first day of term, if required, but St Michael's will operate a 'staggered start' over the first two weeks of each term to help children with the transition.
10. Parents will be notified that a place is available for their child no later than half a term in advance. Applications for the nursery class need to be made by the 1st October for entry in January, the 1st February for entry in April and the 1st May for entry in September.
11. The nursery sessions run from 9am – 12pm (morning session) and 12pm-3pm (afternoon session). Parents can either choose a morning session or a whole day (morning and afternoon session) or a combination of both. Afternoon only sessions are not available.
12. When more applications are received than there are places available, the following County Council criteria will be applied. These closely follow the admissions criteria for entry to County primary schools. The criteria will be applied by considering all eligible children from each priority category in turn until all the available places have been allocated. Other criteria (such as date of birth) will not be used.

12.1 Children with an Education, Health and Care Plan naming the school.

12.2 Looked after children, whom the Corporate Parent agrees should attend the school, and 'previously looked after' children.

12.3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.

12.4 Children who live in the designated catchment area. If there are more applicants than places in this category, priority will be given in the following descending order:

- Those children who, at the time of entry, have a brother or sister attending the primary school to which the nursery is attached.
- Those children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.

12.5 Children who have taken up, or are eligible for, a funded 2 year old place at the time of application.

12.6 Children living outside the designated area who have a brother or sister attending either the foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.

12.7 Children who attend day care or a voluntary or private sector preschool on site at the school. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System.

12.8 Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate's Geographic Information System

13. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

14. Once a child is admitted to the nursery, the child is entitled to remain in a universal part time place in the nursery class until the term after he/she becomes five* **However this may not be the most appropriate place for the child if all his/her peers have taken up their reception place in a separate class within the school or another primary school.**

*N.B. In the case of a summer born child, parents must either take up the school reception place by the April before the child's fifth birthday; or else need to re-apply through the next admission round for a place to start in the September, usually as a year one child. See the Primary School admissions policy for more detail on deferring entry.

15. Where a family ceases to be eligible for the extended entitlement, the place will return to the universal entitlement level when the grace period expires, unless the parent/carers is prepared and able to pay for the extended hours.

16. A universal entitlement nursery place will cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

17. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the Admissions and Transport Services Manager (**Admissions & Transport Services Manager Tel: 07393 001242 admissions.schools@oxfordshire.gov.uk**)

18. There is no statutory right of appeal.