



# **St Swithun's CE Primary School**

## **Nursery Admissions Policy**

**For admissions from September 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. Schools which are their **Own Admission Authority** are not legally obliged, but may choose, to adopt and follow this policy with suitable amendments. There is a separate admissions policy for Freestanding Nursery Schools.

When new children join the nursery class or school **it is important that parents are made aware that the process of applying for place at a primary school for the reception year is separate to that of applying for a place in a nursery class or school.** Parents whose children attend the nursery school or class, particularly from outside the designated area of the primary school, should be reminded that their child is **not guaranteed** a place at the school when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five). They must apply following the County Council school admissions procedures.

Schools offer children a full time reception place for the whole of the academic year in which the child becomes 5. Schools will need to consider this carefully in planning the organisation of the foundation stage, both for admissions to their nursery, and for children who defer entry to reception.

## **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** – A ‘looked after child’ is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority on the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making the application to the school.

**Previously Looked After** - The term “previously looked after children” refers to children who were looked after but ceased to be so because they were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2001 (see section 46 adoption orders), or became subject to a child arrangements order<sup>1</sup> or special guardianship order<sup>2</sup>.

**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, step-brother or step-sister who will be resident at the same address at the time of entry.

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<sup>1</sup> Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders

<sup>2</sup> Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**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 3<sup>rd</sup> 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 2<sup>nd</sup> birthday, with the aim of reducing the pre-school educational gap that can start to occur from this age.

For further information please see: <https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>)

## **Eligibility Terms**

**Universal Early Education Funding entitlement starts from the term after the child’s 3<sup>rd</sup> birthday**

Autumn Term: September 1<sup>st</sup>-December 31<sup>st</sup>

Spring Term: January 1<sup>st</sup>-March 31<sup>st</sup>

Summer Term: April 1<sup>st</sup>-August 31<sup>st</sup>

### **30 Hours Extended Childcare Entitlement**

From September 2017, families meeting certain eligibility criteria will be 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](http://www.childcare-support.tax.service.gov.uk/par/app/overview)

Parents cannot insist on accessing their child’s extended entitlement at any particular provision. Schools must decide whether they will offer only 15-hour nursery places or whether they are able to include some extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

Children may become ineligible for the extended entitlement. Where this happens there is a grace period during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15-hour place unless the parent/carer agrees to pay for the extended hours, if paid places are available at the school. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the schools’ census or funding portal return.

**ST SWITHUN'S CE PRIMARY SCHOOL**  
**NURSERY ADMISSIONS POLICY**

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 St Swithun's CE Primary School rests with the County Council.
2. **The designated area** (catchment) for the nursery class is set out clearly on a map and is available for parents to see on request. It is also to be made available electronically. The catchment area for the nursery is the same for the whole school.
3. The school's **published admission number** for the nursery is agreed with the County Council before the start of the academic year. Published admission numbers will be stated in part time equivalent (p.t.e.) places. One p.t.e. place is 15 hours per week, term time only. The admissions number for St Swithun's Nursery is 52 p.t.e. places.
4. School will offer nursery places at least up to the published admission number. Where the school offers the extended entitlement within their nursery provision, a 30-
5. hour place is deemed to represent 2 p.t.e. places.

6. School will not operate the nursery with empty places in any term if there are eligible children on the continued interest list.
7. The minimum **universal entitlement** to funded nursery education is 15 hours per week, from the term after the child's third birthday.
8. Places offered will always be for 15 universal funded hours a week. The minimum take up requirement is 15 universal funded hours a week (5 sessions).
9. School also offers the **extended entitlement**, of 30 hours per week (term time only) if places are available. This extended entitlement is only available to children taking up their full universal entitlement at St Swithun's School Nursery. This is decided in advance of the academic year and publicised to parents/carers on the school website. School is not obliged to offer the extended entitlement. Priority is given to universal entitlement funded places. After this allocation, any available sessions are then offered as extended entitlement places. The same priority criteria for nursery admissions are applied.
10. **Admissions are in September.** Funding and entitlement are based on a three-term year.
11. Children are entitled to a place from the first day of term in September. The school offers 'staggered starts' to help children with the transition. Staggered starts will be organised within the first two weeks of term, start dates will be advised before the start of term.
12. Parents will be notified in advance that a place is available for their child no later than the summer half term. **The deadline for nursery admission applications for September 2020 is 13<sup>th</sup> March 2020. Parents must accept the offer of a place by the specified deadline. Once the first allocation of places has been offered and accepted, applications after this date will be considered if there are available places.**
13. School does, after consultation, permit parents to split their extended free entitlement with another provider. However, the 15 hours universal free entitlement must be taken at St Swithun's Nursery.
14. **Flexibility** - School can offer nursery places in a number of ways. These include half or full day sessions (9.00am to 12.00pm and 12.00pm to 3.00pm). The afternoon sessions include lunchtime, for which children need to bring a packed lunch. Extended sessions taken up in the nursery cannot be used for the school's After School Club. The Headteacher's discretion is used when allocating any sessions, ensuring sufficient resourcing is in place to meet children's needs, thus ensuring a safe environment for all children in the nursery.
15. Information is provided on the school website stating the opening times of the nursery provision, admissions policy and its educational aims and provision.
16. When more applications are received than there are places available, the following County Council criteria must be applied. These closely follow the admissions criteria for entry to County Council primary schools. Headteachers should apply the criteria by considering all eligible children from each priority category in turn until all available places have been allocated. **Other criteria (such as date of birth) cannot be used.**

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

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

15.3 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.

15.4 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.

15.5 Children living outside the designated area who have a brother or sister attending either the nursery 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.

15.6 Children who attend day care or a voluntary or private sector pre-school 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.

15.7 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.

Headteachers can seek advice and assistance from the Admissions & Transport Service Manager in applying these criteria.

17. 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.

18. 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. See the Primary School admissions policy for more detail on deferring entry.

19. Where a family ceases to be eligible for the extended entitlement, the free place must return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours, if this option is available and offered to the parent **Parents/Carers will be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.**
20. A universal entitlement place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.
21. 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 school's Headteacher in the first instance, and then to the Admissions and Transport Services Manager if for a Community or Controlled school.
22. There is no statutory right of appeal.

**Contact details**

**Admissions & Transport Services Manager**

**Tel: 07393 001242 [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)**

**Senior Officer (Early Years Organisation)**

**Tel 07733 001503 e-mail: [earlyeducation@oxfordshire.gov.uk](mailto:earlyeducation@oxfordshire.gov.uk)**

(for initial advice regarding the application of this policy, and for requests for home to nursery GIS distance measuring)

**Next review date: June 2020**