



South Lake Primary School

### **Nursery Admissions Policy (including 30 hours provision)**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1	July 2019	New Policy for 30 Hours' Provision
2	September 2020	Full review, merged with general nursery admissions policy
3	September 2023	Review – no changes apart from cycle – every two years.
4	March 2025	Review to reflect a change in numbers and new guidance on charging for artificial breaks.

This policy is due for review in March 2027

## **Admission**

To seek admission into South Lake Nursery we require a completed admissions form. These can be obtained from the school office, from the school's website ([www.southlakeprimary.co.uk](http://www.southlakeprimary.co.uk)) or via email ([admin@southlake.wokingham.sch.uk](mailto:admin@southlake.wokingham.sch.uk)).

All parents and carers are made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the Wokingham admissions procedure when the child reaches school age to enter Reception.

## **Admission Number**

An admission number is set taking into consideration the staffing levels and physical limitation of the space available. Currently the admission number is set at a maximum of 39 children per session (morning and afternoon).

## **Age Entry**

Children can be admitted to nursery once they turn three, this could be in the middle of a term. Funding conditions may apply, please see funding section of the policy.

## **Session Timings**

The Nursery operates on a term time basis only and these dates are published on the South Lake Primary School website. There are ten sessions available per week, two sessions per day.

The session times are as follows:

### **For children eligible for 15 hours of funding**

- 8.30 am -11.30 am (session 1)  
OR
- 12.30 midday – 3.30 pm (session 2)

If there are spaces, children may be able to stay for lunch which runs from 11.30 – 12.30 each day. Attendance at Lunch Club will be recorded on the school's online extended day system (Arbor) and must be paid for in advance. Childcare vouchers are accepted as payment for Lunch Club. Please note that that non-payment of the account will result in a reduction in your child's hours or a loss of the place.

### **For children eligible for 30 hours funding**

8.30am to 2.30 pm every day (plus an optional paid hour to 3.30 pm)

## **Funding**

### **Universal Entitlement (15 hours)**

Every child is entitled to 15 hours free funding as soon as they are three, which is offered as either five mornings or five afternoons. In order to receive the funding, parents must commit to send their child for all sessions (excluding absences for illness). We do not offer part weeks and cannot accept children unless they attend for all five days, due to funding directives. Should your child join us as soon as they turn three, a working family entitlement code is needed at the time of registration. If this is not available, paid-for sessions may be offered, subject to availability.

## **Extended Entitlement - now Working Family Entitlement (previously known as 30 hours funding)**

At South Lake Nursery we offer 30 hours places, based upon our admissions criteria. These places are ring-fenced to ensure there are at least six available for the Summer term intake. The 30 funded hours will provide 6 hours per day, 8.30 am to 2.30 pm, for five days. The funding does not include food.

Parents/Carers have the option of collecting their child at 2.30 pm or paying for an additional hour and collecting at 3.30pm. This incurs a cost of £10.50 per session.

Parents/Carers are responsible for providing a valid eligibility code a least two weeks before the end of a full term to ensure their 30 hour funding continues.

Eligibility for the additional free hours is determined by HMRC through an online application process, details of which can be found at: <https://www.gov.uk/30-hours-free-childcare>. It is possible to get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

### **Applications**

Parents should apply direct by:

- 31<sup>st</sup> May (or nearest working day) for admission in the following January – notification first week of July;
- 31<sup>st</sup> October (or nearest working day) for admission in the following April – notification first week of December;
- 28<sup>th</sup> February (or nearest working day) for admission in the following September – notification first week of March.

These dates allow parents to give a term's notice to other providers if applicable.

Parents will be asked to provide, following the allocation of a school place, as part of either the acceptance or registration procedure, the child's birth certificate to verify the child's date of birth.

Where the school is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill. When families move to the designated area, documentary evidence of the move may be requested e.g. rental agreement or exchange of contracts.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting. The offer of a place may be withdrawn if false or misleading information is given.

### **Allocation of Places**

An admissions committee, which includes the Headteacher, processes the applications each term as a minimum requirement and applications for children who have already turned three are considered on receipt.

### **Determining choice of morning or afternoon place**

Parents will be offered either 5 morning or 5 afternoon sessions, allocated according to cohorts, availability and staffing ratios. No preference expressed by a parent/carer can be guaranteed.

## **Informing Parents/Carers regarding applications**

If demand is very high, we may not be able to provide 30 hours' provision to all applications. In this circumstance they will be offered 15 hours and the option of being placed on a wait list for 30 hours. Allocation of places from the wait list will be based on the criteria listed below (allocation of places – oversubscription criteria).

The offer and/or acceptance of a nursery place DOES NOT in any way mean automatic entitlement to the main school.

### **Allocation of places (oversubscription criteria)**

The following criteria will be used to allocate the available places where we receive more applications than can be accommodated:

- A. Looked after children and 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 (previously looked after children) (see note 1)
- B. Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C. Children whose permanent home address is inside the designated area for South Lake School and at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
- D. (see note 2)
- E. Children whose permanent home address is in the designated area for South Lake School.
- F. Children whose permanent home address is outside the designated area for South Lake School and who, at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
- G. Any other children

Notes on the above oversubscription criteria:

#### **Note 1**

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or

- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

#### Note 2

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

#### **Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list.

#### **Tie Breaker**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred linked school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked school.

#### **Late Applications**

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

#### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number.

#### **Accepting or declining the offer of a place**

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the setting **within three weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the setting at any stage if they are not accepting the place for any reason.

#### **Deferring a place**

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this

on the acceptance form. Deferment of a place by up to one term will not prejudice the application. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.