





# Nursery Admission Policy 2018-19

Review Cycle:-	Annual	Date of Next Review:-	January 2019
Approver:- Chair of Governors	Signed:-  Date:- January 2018	Approver:- Head Teacher	Signed:-  Date:- January 2018

## **Introduction**

The School is responsible for admissions to our nursery classes. This policy should be used to determine admissions to the nursery. Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria, taking into account the particular circumstances of individual schools and units.

### **3 and 4 Year old Nursery Places – Owls Class**

All children are entitled to 15 hours a week, free learning and care in an early years setting from the start of the term following their third birthday, for 38 weeks in a full year.

We do offer limited spaces for those children that are eligible for 30 hours free funding. This means that a child will attend our nursery from Monday to Friday starting at 9am until 3pm if they take the full 30 hours. If we cannot offer the full 30 hours due to our capacity levels we may be able to offer more than the standard 15 hours. Minimum session lengths are 3 hours. Therefore we can offer additional hours in multiples of 3 i.e. 18, 21, 24, 27 & 30.

This entitlement will be offered to parents on a flexible basis and the nursery school or unit will advise parents of the patterns of attendance they can offer. Our offer will be in conjunction with school terms only.

#### **General Information**

Our 3 and 4 year old nursery unit (Owls Class) can accommodate a maximum of 60 children. The patterns of attendance available are:

Start Times - 8.30am; 8.45am; 9am 12 noon  
End times - 11.30am; 11.45am; 12 noon or 3pm.

#### **Application Process**

If you would like your child to come to our nursery, you must complete the appropriate application form (Appendix 1) and return it to the school. The school will consider applications in accordance with the admission criteria set out in this policy. We will let parents know by letter in line with the timetable shown below. If your child is offered a place, you must confirm your acceptance to the school as per the instructions in your offer letter. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the head teacher.

#### **Application Timetable**

<b>Application Deadline</b>	<b>Notification Deadline</b>	<b>Anticipated Start Date</b>
Friday 9 <sup>th</sup> February 2018	Friday 23 <sup>rd</sup> February 2018	April 2018
Friday 11 <sup>th</sup> May 2018	Friday 8 <sup>th</sup> June 2018	September 2018
Friday 5 <sup>th</sup> October 2018	Friday 19 <sup>th</sup> October 2018	January 2019

## Funding

If you are applying for a 30 hours funded place, then the eligibility code must be given to the school at least 4 weeks before the start date for your child. It is the parent's responsibility to check their eligibility every 3 months (usually before the beginning of the next term). If the circumstances of the family change and the child becomes ineligible, then there will be a grace period. During this period the child can remain within our nursery unit. At the end of this grace period if the child is still ineligible for funding then they will return to the standard 15 hours of funding and their additional hours will be offered to the next eligible child on our waiting list in accordance with our admission criteria. Please refer to the waiting list section of this policy for further information.

For further information please visit the following websites:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare>

<https://www.childcarechoices.gov.uk/>

## Charging

Below are details of all the charges that we make in our 3 & 4 year old nursery

Description	Cost involved
Hot Meals – a cooked meal can be provided if your child attends for a whole day or an afternoon session (you can supply a packed lunch free of charge)	£2.15
A non-compulsory school sweatshirt	£8.25
A non-compulsory school cardigan	£9.00
A suggested annual donation towards school trips	£5.00

## Admission criteria

The school will consider all applications in accordance with the following criteria, set out in priority order. Length of time on *any* waiting list will not be taken into account.

- A. The child is already attending Knights Enham Nursery & Infant School in the Owlets class.
- B. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangements order, or special guardianship order. [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 functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).]
- C. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child's special educational needs. Examples of special educational needs, in no order of priority, might include:
  - emotional and behavioural problems
  - hearing difficulties
  - lack of personal interaction and stimulation
  - physical disabilities
  - speech and language problems
  - visual difficulties
- D. Children/Families who have had Children's Services involvement within the last six months.

- E. Children with social needs, based on information gained by the head teacher as part of the application procedure. The social needs that we consider in order of priority include:
- children who were multiple births (twins, triplets)
  - a child with a confined play space
  - a child from a one parent family
  - a child in a large family (four or more children)
  - a child with parents under 20 years of age
  - a child in sole care of grandparents
  - a child who has two or more siblings under 4 years of age
  - a child of parents with disabilities
  - a child with English as an additional language
- F. Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support. Evidence will be required to support this statement.
- G. Children of staff who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- H. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending (insert name) School, or a linked junior school, the following academic year. Full name and current class must be given to support this statement.

**\*Tiebreaker** - If the nursery is oversubscribed **within** any of the above categories (A –H), children in the year before they may start school will be given priority. Then preference will be given to children who live closest to the school based on a straight line measurement from the school to the entrance of the property. Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants.

## **2 Year old Nursery Places – Owlets Class**

We offer spaces to children who are eligible for Early Years Education (OEYE) Funding and they will start with us the term after they turn 2 years old. If you are unsure if you are eligible for this funding please contact the school office.

### **General Information**

Our 2 year old nursery unit (Owlets Class) can accommodate a maximum of 10 children. We offer 5 morning sessions per week as follows:

Start Time: 8.45am

End Time: 11.45am

### **Application Process**

If you would like your child to come to our nursery, you must complete the correct application form (Appendix 2) and return it to the school ensuring that you include the eligible funding code. The school will consider applications in accordance with the admission criteria set out in this policy. We will let parents know by letter in line with the timetable shown below. If your child is offered a place, you must confirm your acceptance to the school as per the instructions in your offer letter. The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the head teacher.

Children who have a 2 year old place in our Owlets class are not guaranteed a place in our Owls class the term after they turn 3 years old. Parents MUST also complete a separate application form (Appendix 1). We recommend that this form is completed at the same time as a 2 year old application.

## Application Timetable

Application Deadline	Notification Deadline	Anticipated Start Date
Friday 16 <sup>th</sup> February 2018	Friday 2 <sup>nd</sup> March 2018	April 2018
Friday 18 <sup>th</sup> May 2018	Friday 15 <sup>th</sup> June 2018	September 2018
Friday 12 <sup>th</sup> October 2018	Friday 26 <sup>th</sup> October 2018	January 2019

## Funding

Only children eligible for Early Years Education (OEYE) funding can be offered a place in our 2 year old nursery (Owlets class). The eligibility code for this funding must be provided to the school before a formal offer can be made.

For more information please visit the following website:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare/2yearoldoffer>

## Charging

Below are details of all the charges that we make in our 2 year old nursery

Description	Cost involved
Non-Compulsory/Optional School Sweatshirt	£8.25

## Admission criteria

The school will consider all applications in accordance with the following criteria, set out in priority order. Length of time on *any* waiting list will not be taken into account.

- A. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption order, a child arrangements order, or special guardianship order. [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 functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).]
- B. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area Inco, outreach worker or education welfare officer on the basis of the child's special educational needs. Examples of special educational needs, in no order of priority, might include:
  - emotional and behavioural problems
  - hearing difficulties
  - lack of personal interaction and stimulation
  - physical disabilities
  - speech and language problems
  - visual difficulties

- C. Children/Families who have had Children's Services involvement within the last six months.
- D. Children with social needs, based on information gained by the head teacher as part of the application procedure. The social needs that we consider in order of priority include:
  - children who were multiple births (twins, triplets)
  - a child with a confined play space
  - a child from a one parent family
  - a child in a large family (four or more children)
  - a child with parents under 20 years of age
  - a child in sole care of grandparents
  - a child who has two or more siblings under 4 years of age
  - a child of parents with disabilities
  - a child with English as an additional language
- E. Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support. Evidence will be required to support this statement.
- F. Children of staff who have, (1) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (2) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- G. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending (insert name) School, or a linked junior school, the following academic year. Full name and current class must be given to support this statement.

**Tiebreaker** If the nursery is oversubscribed **within** any of the above categories (A –G), children that turn 3 years old first will be given priority. Then preference will be given to children who live closest to the school based on a straight line measurement from the school to the entrance of the property. Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants.

## **Waiting Lists**

The school will hold 3 separate waiting lists as follows:

- 1) **Owlets Waiting List** – for those children who are currently eligible for a space in our Owlets class but cannot have a space as we have reached our capacity limit.
- 2) **Owls (15hr) Waiting list** – for those children looking for the standard 15 hours of funded sessions, who are currently eligible for a space but cannot start as we have reached our capacity limit.
- 3) **Owls (30hr) Waiting List** - – for those children looking for a 30 hours funded space, who are currently eligible for a space but cannot start as we have reached our capacity limit.

If a space in any of our nurseries become available, we will first look at the children on our waiting list. We will apply our admission criteria to all those on the current applicable waiting list. The child that is deemed to be top of the waiting list as per the criteria will be contacted and offered the space accordingly.

If a child becomes ineligible for a 30 hours funded space they will revert to a standard 15 hours funded space. If at a later date they become eligible again then the child will be added to the waiting list until a space according to our admission criteria is available.

# **Attendance**

It is important that every child attends nursery regularly. Our nursery classes follow a set curriculum and there may become gaps in their learning if they do not regularly attend. Regular attendance also significantly helps your child's transition into school.

If your child's attendance drops to 80% we will write to you and warn you of this level and work with you to improve their attendance. If however this continues and your child's attendance levels reaches 75% we reserve the right to terminate the child's place and offer it to the next child on our waiting list as per admission criteria.

## **Other Information**

### **1. Applying for a place in Year R (FS2)**

Admission to a reception class will be in accordance with the County Council's Admissions Policy for community and controlled infant and primary schools. **Admission to a nursery unit/school does not constitute any right of entry to the nearest local school, and places will be allocated according to that school's admissions policy**

### **2. Transport**

Transport from home to the unit/school will only be provided where the child has been directed to the placement as part of an SEN assessment or statement against agreed criteria. In such circumstances, transport can only be recommended following an assessment of individual need by the Inclusion Branch of the Children Services Department.

### **3. Schools and those with parental responsibility for a child:**

(Guidance from the Department for Education) The definition of a *parent* in the Education Acts includes:

- all natural parents whether they are married or not;
- any person who, although not a natural parent, has
  - *parental responsibility* for a child or young person; and
  - any person who, although not a natural parent, *has care* of
  - Having *parental responsibility* means assuming all the rights,



# 3 and 4 Year Old Nursery Unit Application Form



Please note that completing this form does not guarantee a place. Applications will only be considered if received by the deadline date in accordance with the Nursery Admissions policy. Please read the Nursery Admissions policy before completing this form.

THIS FORM MUST BE COMPLETED BY A PERSON WHO HAS PARENTAL RESPONSIBILITY FOR THE NAMED CHILD

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy ☐ Girl ☐

 Child's permanent address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Mother's full name (Miss/Ms/Mrs) \_\_\_\_\_

 Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

 Email \_\_\_\_\_

Father's full name (Mr) \_\_\_\_\_

 Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

 Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

 Email \_\_\_\_\_

## Funding Details

- Standard 15 hours funded free childcare I am claiming the standard 15 hours of funded free childcare ☐
- Extended 15 – 30 hours funded free childcare My current eligibility code is \_\_\_\_\_

How many total hours of funded free childcare are you requiring? \_\_\_\_\_

If we cannot offer the full 30 hours due to our capacity level we may be able to offer more than the standard 15 hours. Minimum session lengths are 3 hours. Therefore we can offer additional hours in multiples of 3 i.e. 18, 21, 24, 27 & 30.

Please note you will need to check your eligibility every 3 months (usually before the beginning of the next term), and your unique code must be provided to us on each occasion for validation.



# ADMISSION CRITERIA

Please tick all of the statements below that apply to your child

Statement	Tick	Office Use ONLY
A. This child is already attending Knights Enham Nursery & Infant School in the Owlets class	<input type="checkbox"/>	
B. This application is for a child who is "looked after" by the Children's Services Department (in accordance with section 22 of the Children's Act 1989)	<input type="checkbox"/>	
C. Has a sibling on roll at either Knights Enham Nursery & Infant School or Knights Enham Junior School at the time of admission. Childs Full Name _____ Class _____	<input type="checkbox"/>	
D. This application is for a child who has special educational needs such as hearing or visual difficulties, physical disabilities or a speech or language problem. (Please refer to our admission policy for further information)	<input type="checkbox"/>	
E. My child/family has had Children's Services involvement within the last six months.	<input type="checkbox"/>	
F. Please tick each statement below that applies to the child.		
• A child that is a twin/triplet etc.	<input type="checkbox"/>	
• Has no garden	<input type="checkbox"/>	
• From a one parent family	<input type="checkbox"/>	
• Is from a family of four or more children	<input type="checkbox"/>	
• Has parent's under 20 years of age – parents date of birth required _____	<input type="checkbox"/>	
• Is in sole care of grandparents	<input type="checkbox"/>	
• Has two or more siblings under 4 years of age at time of admission	<input type="checkbox"/>	
• Has parents with disabilities	<input type="checkbox"/>	
• Has English as an additional language - Our Home Language is _____	<input type="checkbox"/>	
G. Is a child of a staff member who has been employed at the school for 2 or more years at the time of admissions.	<input type="checkbox"/>	
H. Has a sibling who has a disability that requires a significant amount of additional support. (Please provide evidence to support this statement)	<input type="checkbox"/>	
I. Living within the catchment area of Knights Enham Nursery & Infant School	<input type="checkbox"/>	

I certify that the information I have given on this form is correct and to the best of my knowledge. I understand that any place offered may be withdrawn if I deliberately give false information.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

## FOR OFFICE USE ONLY

Date application received \_\_\_\_\_ Anticipated Start SEP JAN APR 20\_\_\_\_

Eligibility Code Checked \_\_\_\_\_ Date Place Offered \_\_\_\_\_

Notes



# 2 Year Old Nursery Unit Application Form



Please note that completing this form does not guarantee a place. Applications will only be considered if received by the deadline date in accordance with the Nursery Admissions policy. Please read the Nursery Admissions policy before completing this form.

THIS FORM MUST BE COMPLETED BY A PERSON WHO HAS PARENTAL RESPONSIBILITY FOR THE NAMED CHILD

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Boy ☐ Girl ☐



Child's permanent address \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Mother's full name (Miss/Ms/Mrs) \_\_\_\_\_



Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Father's full name (Mr) \_\_\_\_\_



Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

## Funding Details

We can only offer a place to a child who is in receipt of 2 year old Early Years Education Funding. Please provide your unique reference number here for us to confirm your child's eligibility.

Unique reference number: TYF - \_\_\_\_\_

Alternatively we can check your eligibility for you. To enable us to do this please provide the following information for the main parent and sign to confirm you are happy for us to do this on your behalf.

Full Name \_\_\_\_\_ DOB \_\_\_\_\_ NI Number \_\_\_\_\_

I confirm that I am happy for my EYE eligibility to be checked on my behalf

Signed \_\_\_\_\_ Date \_\_\_\_\_

# ADMISSION CRITERIA

Please tick all of the statements below that apply to your child

Statement	Tick	Office Use ONLY
J. This application is for a child who is "looked after" by the Children's Services Department (in accordance with section 22 of the Children's Act 1989)	<input type="checkbox"/>	
K. Has a sibling on roll at either Knights Enham Nursery & Infant School or Knights Enham Junior School at the time of admission. Childs Full Name _____ Class _____	<input type="checkbox"/>	
L. This application is for a child who has special educational needs such as hearing or visual difficulties, physical disabilities or a speech or language problem. (Please refer to our admission policy for further information)	<input type="checkbox"/>	
M. My child/family has had Children's Services involvement within the last six months.	<input type="checkbox"/>	
N. Please tick each statement below that applies to the child.		
• A child that is a twin/triplet etc.	<input type="checkbox"/>	
• Has no garden	<input type="checkbox"/>	
• From a one parent family	<input type="checkbox"/>	
• Is from a family of four or more children	<input type="checkbox"/>	
• Has parent's under 20 years of age – parents date of birth required _____	<input type="checkbox"/>	
• Is in sole care of grandparents	<input type="checkbox"/>	
• Has two or more siblings under 4 years of age at time of admission	<input type="checkbox"/>	
• Has parents with disabilities	<input type="checkbox"/>	
• Has English as an additional language - Our Home Language is _____	<input type="checkbox"/>	
O. Has a sibling who has a disability that requires a significant amount of additional support. (Please provide evidence to support this statement)	<input type="checkbox"/>	
P. Living within the catchment area of Knights Enham Nursery & Infant School	<input type="checkbox"/>	

I certify that the information I have given on this form is correct and to the best of my knowledge. I understand that any place offered may be withdrawn if I deliberately give false information.

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_

Please print name \_\_\_\_\_

## FOR OFFICE USE ONLY

Date application received \_\_\_\_\_

Anticipated Start      SEP   JAN   APR   20\_\_

Eligibility Code Checked \_\_\_\_\_

Date Place Offered \_\_\_\_\_

Notes