

Stanton Community Primary School

Nurture, Enjoy, Aspire, Achieve



Stanton Community Primary School

Nursery Admission Policy

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| Date of Governor Approval: | January 2024 | Date for Next Review: | January 2025 |
| Signed by: | <i>K Sewell</i> (Chair of Governors) | | |

The Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to our Nursery class.

Stanton Community Primary School Nursery offers 15 hours free entitlement to Early Years childcare for 3 and 4 year olds and 30 hours free entitlement to eligible working families, subject to availability of spaces.

Where spaces are still available parents can purchase additional morning or afternoon sessions. Please see Nursery Charging Policy.

Nursery Session Times

Morning Nursery: - 8.40 a.m. - 11.40 a.m.

*Nursery Lunch club: - 11.40 a.m. - 12.30 p.m.

Afternoon Nursery: - 12.30 p.m. - 3.30 p.m.

*Charges apply

Nursery runs for 38 weeks per year, during term time.

Nursery Provision

Nursery has provision for up to 52 children; 26 in the morning session and 26 in the afternoon session.

Lunch club has provision for 16 children. Nursery Lunch club is not part of the free entitlement for 15 hours per week and charges may apply (please see Nursery charging policy)

Funded places in our Nursery are offered on the following basis:

- 15 hours per week; 5 morning sessions
- 15 hours per week; 5 afternoon sessions
- 15 hours per week; made up of a total of 5 sessions across the week
- Up to 30 hours per week for eligible working families; accessing up to the maximum of 5 morning sessions and 5 afternoon sessions.

Nursery Admission

Our Nursery will admit pupils from the term after their third birthday, when they become eligible for Early Years Education Funding.

| Birthday | Free early education from beginning of |
|--------------------------------|---|
| 1st September to 31st December | Spring Term (after Christmas holiday) |
| 1st January to 31st March | Summer Term (after Easter holiday) |
| 1st April to 31st August | Autumn Term (after Summer holiday) |

In order to help families plan their childcare in advance, places will be allocated, subject to availability, as follows:

| Nursery Admission | Application Deadline | Nursery Place Offered |
|---------------------------------------|-----------------------------|------------------------------|
| Autumn Term (after summer holiday) | March 1st | March 31 st |
| Spring Term (after Christmas holiday) | July 1 st | July 31 st |
| Summer Term (after Easter Holiday) | October 1st | October 31 st |

Applications received after the deadline (for children eligible for admission in the following term) will be processed in order of application.

Wherever possible we will try to give your child a place at our Nursery. Sometimes we may be able to offer you a place, but the exact sessions that you requested may not be available. If this is the case, we will let you know what we are able to offer.

If no places are available, we will hold your application on file for consideration if / when a space becomes available. We will also advise parents to contact the Family Information Service on 0345 60 800 33 who will be able to support them to find a place for their child.

It must be clear to all parents that having a child educated within our school Nursery does not guarantee a place in our Reception class. All parents will need to apply to the Local Authority for a school place by the middle of January the year in which their children turn 4 years old.

Allocation of Nursery Places

The number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery, their ages, and the staffing ratios we must have.

Admission criteria

If there are more applications than places available, the following criteria will be applied to decide which children are offered a place.

Sometimes there are fewer places than the number of children wanting them. If this happens, we use the following oversubscription criteria to help us decide who will be offered places.

- 1) Children aged three or four years old who have an Education, Health and Care plan which names Stanton Community Primary School.
- 2) Looked after Children (Children in Care) and previously Looked after Children* (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- 3) Children who are the subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a Stanton Community Primary School Nursery placement is identified
- 4) Children wanting to take up their full universal 15 hour entitlement with us.
- 5) Children of UK service personnel **
- 6) Children of Gypsies, Roma, Travellers, refugees and asylum seekers***
- 7) Siblings****
- 8) Children who are ordinarily resident in the catchment area
- 9) Eligible working families wanting to access up to 30 hours free childcare
- 10) Date of birth (oldest to youngest)
- 11) Children who are ordinarily resident in the catchment area*****

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data.

Clarification footnotes

*Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). 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. **Children of UK service personnel (UK Armed Forces):

The school nursery supports the Government's commitment to removing disadvantage for service children. For children of UK service personnel (UK Armed Forces) and returning Crown Servant families the school will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) The school may allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or Quarters area address.

***Children of Gypsies, Roma, Travellers, refugees and asylum seekers:

We recognise that these children may have difficulty securing an early education place. We therefore work closely with Suffolk Family Information Service and may prioritise these children for a place at our nursery if that is deemed to be the best way to meet the needs of the child and family.

****Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins, triplets and other multiple births:

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

*****'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at

which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.