

Central Community and Ashgate Nursery Schools' Federation



Admissions Policy

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Signed by:



Headteacher

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Chair of
governors

Date: 15 February 2023

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Central Community and Ashgate Nursery Schools' Federation

Admissions Policy

1. Introduction and Aims

At Central and Ashgate nurseries we aim to:

- Work in partnership with all families to provide affordable, high quality education to support the needs of all children and carers between the hours of 7.30am and 6.00pm
- To offer a flexible and inclusive model of delivery

The Governors of the school are responsible for admissions. Our schools are committed to responding to the needs of all families including those who are most vulnerable

2. Links to other Policies

Attendance Policy
Arrival and Collection Policy
Charging Policy
Child Protection and Safeguarding Policy
Equality Information and Objectives Policy
SEND Policies for each school

3. How to Apply

Please complete an application form for the school you are interested in. You can download this from the schools' website at

<https://www.canschoolsfederation.co.uk/admissions/>

Alternatively, you can call into the school to collect a form. We charge a small registration fee to secure your place. This is refundable off your first month's invoice. This is not applicable to children accessing the Flying Start Funding.

Sessions are available between 7.30am – 6.00pm. Children can access sessions in line with the start and finish times under each school below:

We encourage families to visit the nursery to have a look round and discuss the best options for your child. We feel that it is important for your child to accompany you on this visit as their opinions are important too.

You can apply at any time for a place at either nursery. We will contact you two to three months before your child is eligible to start nursery to secure a place.

Please visit the admissions page for the school you are interested in for more information including charges and session times

All children will need to have completed a Funded Early Education Entitlement contract detailing their eligibility. This will be provided by the school and needs to be completed before the child starts nursery.

4. When your child can start

Expanded Childcare Offer (Working Parents): 9 – 35 months

Qualifying children can start claiming up to 15 hours when they turn 9 months. The date from which they can claim will depend on when their birthday is.

<u>Child's birthday</u>	<u>Child turns 9 months</u>	<u>Start Date</u>
<u>1 Dec – 31 Mar</u>	<u>1 Sep – 31 Dec</u>	the beginning of the term on or after 1 Jan
<u>1 Apr – 30 Jun</u>	<u>1 Jan – 31 Mar</u>	the beginning of the term on or after 1 Apr
<u>1 Jul – 30 Nov</u>	<u>1 Apr – 31 Aug</u>	the beginning of the term on or after 1 Sep

Apr 24 – eligibility for 15 hours for 24 – 35 month old children of working parents

Sept 24 – eligibility for 15 hours for 9 – 35 month old children of working parents

For children who do not qualify for a government funded place we offer the same provision for families who wish to pay.

We also offer additional sessions for all 9 – 35 month olds in line with our charging policy and the dates above.

Please see the latest session prices on the admissions pages on our website.

Flying Start Education Sessions: two year olds

Qualifying children can start claiming up to 15 hours when they turn two. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar

1 Apr – 31 Aug

1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April

the beginning of the term on or after 1 September

the beginning of the term on or after 1 January

For children who do not qualify for a government funded place we offer the same provision for families who wish to pay.

We also offer additional sessions for all two year olds in line with our charging policy.

Please see the latest session prices on the admissions pages on our website.

Universal Education Sessions: three and four year olds

Children can start accessing up to 15 hours of free nursery education once they turn three. The date from which they can claim will depend on when their birthday is.

Child's birthday:

1 Jan – 31 Mar

1 Apr – 31 Aug

1 Sep – 31 Dec

Start date:

the beginning of the term on or after 1 April

the beginning of the term on or after 1 September

the beginning of the term on or after 1 January

5. Education Funding

Funding is for a maximum number of hours per academic year and takes into account closure days for staff training. Sessions are agreed in advance and cannot be swapped due to absence or closure days. Parents may request to permanently change sessions by completing a form at the school office. This will be actioned as soon as possible depending on spaces available within the required sessions. Once an agreed level of funding hours has been set for the term this cannot be increased until the following term.

Funding can be used depending on the child's entitlement as follows:

Both Schools

15 hours government funded:

Mornings

Monday	Tuesday	Wednesday	Thursday	Friday
9 - 12	9 - 12	9 - 12	9 - 12	9 - 12

or

Afternoons

Monday	Tuesday	Wednesday	Thursday	Friday
1 - 4	1 - 4	1 - 4	1 - 4	1 - 4

Families wishing to extend their child's attendance outside of these hours may purchase additional sessions in line with the start and finish times below and our charging policy.

Flexible universal funding

It may be possible to offer some flexibility, including combining more than one funded session in one day. This will depend on:

- i. Spaces available within the room
- ii. Individual circumstances, including, but not limited to the following:
 - 1) Parents' work pattern
 - 2) Parents' study requirements
 - 3) Individual needs of the child and family

This flexibility may only be available for specific weeks if that is all that is required. Some parts of the day attract a premium charge.

Ashgate Nursery

30 hours: Extended entitlement (three and four year olds)

Monday	Tuesday	Wednesday	Thursday	Friday
9 - 3	9 - 3	9 - 3	9 - 3	9 - 3

Extending sessions at Ashgate can be done within these times:

Start Times		Finish Times		
9.00	1.00	12.00	3.00	4.00

Central Nursery

30 hours: Extended entitlement

In line with the start and finish times:

Start Times				Finish Times				
7.30	8.00	9.00	1.00	12.00	1.00	3.00	4.00	6.00

6. Over subscription criteria – all ages

Where schools have more applications than places available, governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Priority in each category will be given to children who are not yet old enough to access a place in a reception class.

- 1) Children with an Education, Health and Care Plan that names the Nursery School. (see definition 1)
- 2) Looked after children and previously looked after children (children provided with accommodation under the Children Act 1989 Section 20 and Section 22). (see definition 2)
- 3) A child with a Child Protection plan in place.
- 4) A 'vulnerable child' who has been supported with an Early Help Assessment (EHA) or identified as a 'child in need' by Social Care.
- 5) Children already accessing two year old provision at the school.
- 6) Children living within Derby City.
- 7) All other children not falling within categories 1 - 6. See additional notes in section 14

7. Expanded Childcare Offer: all ages

Parents will be required to provide proof of their eligibility to the expanded childcare offer. This proof will be through the production of the unique code issued to the parent/carer by HMRC. The school is then required to carry out validation checks to confirm that the code is “live” before offering places to parents. See also note four.

This offer will be made available to children accessing their universal hours at the setting, where applicable.

Over subscription criteria as in section 6

8. Additional Sessions:

All children wishing to attend for sessions over and above their funded entitlement have the opportunity to pay for sessions. There is a charge for sessions attended.

A booking form must be submitted to the school office stating the required sessions and whether they are a one-off or permanent. An admissions meeting is held each week to determine whether the session can be offered. Decisions will take into account:

- 1) Whether there are outstanding arrears on the child’s account
- 2) Whether there is space available within the session required

and will be offered on a first come first served basis

9. Children with Special Needs

The schools welcome children with additional needs and can support a range of needs across the federation. Some children can be accommodated within our mainstream classrooms. Some children will need to receive a higher level, or specialist support and these will be accommodated within our SEND classrooms.

The SENDCo and their team will determine the appropriate classroom for each individual child. Throughout their time in the school children may need to be moved into or out of the SEND classroom. Some children may access sessions in a mainstream room with occasional support in the SEND room.

Places within each of these rooms will be dependent on the staffing available and the nature of the support required. The health and safety of all children and staff will be taken into consideration when offering a place and for this reason the number of places may vary dependent on the specific cohort in the room during each session.

A child who is identified as requiring additional support for their need may have to go on a waiting list until a suitable place, which offers the most appropriate support, is available.

Sometimes, the support a child requires increases. This could be that the child’s needs become more evident or severe as the child gets older. The school may need to adjust the child’s attendance pattern in order to educate all children in a safe manner. This may result in
a change to the sessions attended

a reduction in the sessions attended
removing the child and placing them on a waiting list until a space becomes available

A child who is identified as requiring additional support for their need may need a longer period settling into school.

At all times the schools are required to maintain the legal ratio for the child's age.

10. Non term time (holiday) Sessions

Children Currently on Roll

Central Nursery will be open during the majority of Derby City School holidays for children aged 9 – 59 months. There will be a charge for these sessions based on the current charging policy.

This provision is only available for children currently on roll at Ashgate Nursery or Central Nursery Schools.

A booking form must be submitted to the school office stating the required sessions. A meeting will be held to determine whether the sessions can be offered. Decisions will take into account:

- 1) Whether there are outstanding arrears on the child's account
- 2) Whether there is space available within the session required

and will be offered on a first come first served basis

Five to eleven year olds

Central Nursery will be open during Derby City School holidays for children aged 5 – 11 years old. There will a charge for sessions in line with current charging policy.

Children will be given priority according to the following criteria:

- 1) Children who have siblings currently attending either school
- 2) Children who previously been on roll at Ashgate Nursery or Central Nursery School

If a particular session is full then a non-term time waiting list will be created and places will be offered on a first come first served basis

11. Non admission to nursery school

If you are unsuccessful in securing a place your child's name can be added to the waiting list. The waiting list will be organised in accordance with the over subscription criteria and not in the order in which applications are received or added to the waiting list. This means that your child's position on the waiting list may change during the year.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

Right of Appeal

If your child is not offered a place parents/carers do not have a statutory right to appeal. However, if you have a complaint about how your application has been dealt with you should refer to the complaints policy.

Fraudulent Information

If the allocation of a place has been made on the basis of intentionally misleading information, the governors reserve the right to withdraw the place

12. Moving on to primary school

Your child is eligible to start school in the September following their 4th birthday, but legally must start the term following their 5th birthday.

On receipt of your child's school offer you may choose to take up this place:

- 1) Immediately i.e. from September;
- 2) On a part-time basis until the beginning of the term after their 5th birthday; or
- 3) To delay your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made. This means, if your child is summer born they will need to start school in April to keep the place at the school offered.

Early years funding will not be available for children who have reached the term after their 5th birthday as the child will be expected to have taken up a school place.

You may seek a place outside your child's normal age group if, for example, your child is summer born, gifted and talented or has experienced problems such as ill health. For more information on accelerated or deferred admission to schools please contact the Local Authority Admissions Team.

We recommend all parents discuss these admission options with the school and their early years provider following receipt of their child's offer letter.

Please note: four-year olds in primary school reception classes are not eligible for early years funding. From the date a parent accepts a school place and agrees a start date, or their child takes up that place in Reception, even if the choice is for them to continue to attend on a part time basis, the free early years entitlement will no longer be available.

Parents who would like their child to continue in the nursery school or nursery class beyond this date, ie parents of children who are eligible to start Reception at school from the beginning of the Autumn Term, **must** make a fresh application for a place at the nursery school or nursery class for the new academic year. Please note that acceptance of your child depends on availability of places and will be determined in accordance with the oversubscription criteria described above.

13. Definitions

These definitions form part of the oversubscription criteria

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are 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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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).

3. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

4. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

5. Derby City is that area denoted by the boundary of Derby City Council.

14. Notes

- 1) First priority within each category will be given to those having siblings (see definition 3) who will be attending the nursery at the date of admission.
- 2) Tie breaker: In the event of any over subscription within any criterion allocation of places will be decided on distance measurements with priority being given to children who live closest to the Nursery. Distance will be calculated by a straight-line measurement from the entrance to the child's home to the principle entrance to the main administrative building of the school. This will be calculated by the school using their computerised distance measuring software. In the event of needing to discriminate between children living in the same block of flats where the same distance measurement is produced the lower the number of the flat the closer it will be judged to be to the school.
- 3) Where a child lives with two carers/parents (see definition 4) at separate addresses the qualifying address will be the one where the child sleeps for the majority of the week. If the child spends equal amounts of time at each address then the nearest address will be taken.

4) Expanded Childcare Offer

Children who qualify for the extended entitlement will be able to access additional sessions at no extra charge to them. The model of attendance offered by the schools is:

Maximum of 30 hours per week – school term time (38 weeks per year)

Parents can check if they qualify and apply for the extended entitlement at

www.childcarechoices.gov.uk

Parents will be given an eligibility code which must be submitted to the school for verification by the end of term before the child wishes to access their extended entitlement.

Parents are responsible for renewing their code before it expires. Children who cease to qualify for the extended entitlement will be able to continue to access it until the end of a specific grace period. Following the end of their grace period the child will revert to the universal offer (15 hours, term time only) the following term.

If a parent does not renew their code within four weeks of expiring, or two weeks before the published end of the 'grace period' term (whichever is the sooner) the school will assume that the child will be stopping their extended entitlement place at the end of the grace period. The child may lose their extended place if the school has children on the waiting list for extended entitlement places.

Both schools will close for approximately 5 weeks per year for bank, public holidays and staff training days. These dates will be published in advance.

4) A governors' admissions committee will convene when necessary to consider admissions. This will consist of the Chair, head teacher and one other as a minimum.