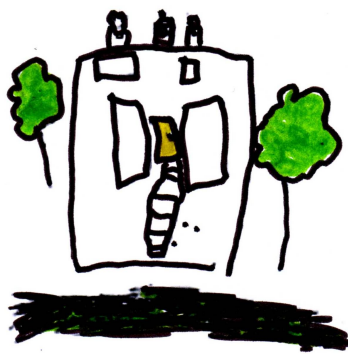


# **Moss Hall Nursery School**

## **Nursery Admissions Policy**



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## Statement of intent

**Moss Hall Nursery School** aims to provide a nursery experience for children that is affordable, high- quality and supports a positive experience of learning.

The governing body is the admission authority and is responsible for setting the school's admission policy. This policy is written to ensure fairness and equality for all those intending to begin their education at Moss Hall Nursery School

This policy contains references to the 30 hours free childcare provision that comes into effect on 1 September 2017.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## **1. Legal framework**

- 1.1. This policy has due regard to legislation and guidance, including, but not limited to, the following:

### **Legislation**

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Education and Adoption Act 2016
- Childcare Act 2016

### **Guidance**

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2017) 'Early education and childcare'
- DfE (2017) 'Early years entitlements: operational guide'

- 1.2. This policy will be implemented in conjunction with the following school policies:

- **Nursery Fees Policy**
- **Transition Policy**

## **2. Free childcare arrangements**

- 2.1. Moss Hall Nursery School can accommodate a maximum of 78 full-time equivalent nursery children.
- 2.2. The school offers 30 hours free childcare as an extension to the universal 15 hours free childcare.
- 2.3. The school is able to accommodate 52 children eligible for 30 hours free childcare.
- 2.4. Parents are able to access the 30 hours of free childcare for 38 weeks out of the year, i.e. during term time.
- 2.5. The sessions offered to nursery children are as follows:
- For children eligible for 30 hours free childcare – six hours daily (plus lunch and lunchtime care at an additional cost)
  - All other children – three hours free childcare daily

### 3. Eligibility for 30 hours free childcare

- 3.1. Parents of children aged three and four must meet the following criteria in order to be eligible for 30 hours free childcare:
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they don't need to meet the income criteria for 12 months)
  - The parent should be seeking the free childcare to enable them to work
  - One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
  - One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
  - If a non-EEA national, the parent has recourse to public funds
- 3.2. Parents should check their own eligibility for the scheme by using the government's [Childcare Choices](#) website or [childcare calculator](#). If parents are eligible, they will be directed to the digital childcare service to apply.
- 3.3. If eligible, parents must provide the school with their unique code to confirm they are eligible for the scheme.
- 3.4. If parents cease to meet the eligibility criteria, they will receive a 'grace period' – i.e. they will continue to receive the 30 hours free childcare for a short period of time.
- 3.5. A child who becomes ineligible during the first half of a funding block will be funded until the end of that funding block (i.e. 31 March, 31 August, 31 December) or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.6. A child who becomes ineligible in the latter half of the funding block (i.e. up to the last day of the funding block) will be funded until the end of the following funding block or for as long as they remain under the compulsory school age, whichever is shorter.
- 3.7. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.
- 3.8. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.
- 3.9. Other information related to the 30 hours free childcare scheme can be found in the school's **Nursery Fees Policy**.

## **4. Application timetable**

- 4.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday.
- 4.2. Parents may register their interest in a place at the nursery at any time during the year following their child's second birthday.
- 4.3. Admissions take place in the Autumn term and children attend the nursery school for 3 terms.
- 4.4. Formal applications for nursery places must be made as follows:
  - For admission in the Autumn term applications must be made by February
- 4.5. Application forms can be obtained from the main office.
- 4.6. Acceptance and non-acceptance letters are sent out on the last week of the spring term.
- 4.7. Where places are remaining, later admissions are possible, up to the agreed admissions limit.

## **5. Oversubscription**

- 5.1. Children who have an education, health and care plan (EHC) that names the school are admitted before the oversubscription criteria are applied.
- 5.2. Children with an EHC plan that does not name the school will be referred to the school's admissions team to determine an appropriate place in accordance with the LA's Fair Access Protocol.
- 5.3. The governing body may increase the priority of an application where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be appropriately met by the school.
- 5.4. The oversubscription criteria, set out in priority order, are as follows:
  - Looked After Children or children who were previously looked after but have subsequently been adopted or become subject to a residence or special guardianship order
  - Children with a social or medical need who have been referred by a social worker, health professional, educational psychologist, outreach worker or education welfare officer
  - Children who will have a sibling attending Moss Hall Nursery School or Moss Hall Infants or Junior school at the time of admission or who

has attended the school within the last 3 years provided the family has not moved further from the school.

- Children of staff who have:
  - Been employed at the school for two or more years at time the application for admission is made.
  - Been recruited to fill a vacant post for which there is a skill shortage.
- Children living in the London Borough of Barnet will be allocated a place taking into account the geographical proximity of the child's home in relation to Moss Hall Nursery School and other local community schools that offer nursery education.

5.5. Where there is a tiebreak scenario within the criteria, priority will be given firstly to a child who lives closest to the school based on a straight-line measurement, then by date of birth, with the older child given priority.

## **6. Reserve list**

- 6.1. In circumstances where more applications are received than places are available, and where the oversubscription priority criteria has been applied, children who are not offered places will be added to a reserve list in order of the criteria and not by date of application.
- 6.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.
- 6.3. The reserve list is not a waiting list – if a request is made by a parent whose child has higher priority according to the admissions criteria, other children are moved down the list.
- 6.4. Placing a child's name on the reserve list does not guarantee that a place will become available.

## **7. Withdrawing offers**

- 7.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:
  - Offers made on the basis of fraudulent applications
  - Offers made on the basis of intentionally misleading applications
  - Parents not responding to an offer within four weeks
  - A child is in receipt of more than their entitlement of nursery education
  - A family registering their child at two maintained settings

## **8. Refusal of admission**

- 8.1. A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
  - The child is not of the appropriate age
- 8.2. Parents do not have a statutory right to appeal against the admission authority's refusal to award a place to their child.
- 8.3. Parents may appeal to the special educational needs and disabilities (SEND) tribunal against the provision named by the authority in the EHC plan.

## **9. Admission to Reception**

- 9.1. Children reach compulsory school age as follows:
- Children turning five-years-old between 1 January and 31 March are of compulsory school age at the beginning of the term after 1 April
  - Children turning five-years-old between 1 April and 31 August are of compulsory school age from the beginning of the term after 1 September
  - Children turning five-years-old between 1 September and 31 December are of compulsory school age from the beginning of the term after 1 January
- 9.2. Parents have the choice of how and when their child starts Reception class until they reach the compulsory age.
- 9.3. If parents wish for their child to remain in a nursery or early years setting until they reach compulsory school age, and access 15 hours of free early learning rather than taking up a place in Reception, they must:
- Discuss their choice with the school.
  - Complete a Reception application form by the given deadline, to ensure their child has an offer of a place in Reception from the following September in case they cannot be re-admitted.
  - Complete a nursery re-admission application form and return it to the setting by the end of January

## **10. Policy review**

- 10.1. This policy is reviewed annually by the governing board and headteacher.
- 10.2. The scheduled review date is 12 months from the date on the front of the policy.