



# Brackenhill Primary School

## Nursery Admissions Policy

### Introduction

Good quality pre-school experiences are directly related to the better cognitive, social and behavioural development of young children.

The Childcare Act 2006 requires local authorities, health agencies and other partners to work together to tackle childhood poverty and reduce inequalities between young children aged 0-5. Local authorities are required to take the lead in ensuring sufficiency of childcare and ensuring information on early childhood services reaches all parents, especially those who may find it difficult to access them. The Family Information Service Children's provides up to date information

[www.bradford.gov.uk/children-young-people-and-families/get-advice-and-support/families-information-service](http://www.bradford.gov.uk/children-young-people-and-families/get-advice-and-support/families-information-service)

All registered early years education providers work within the framework of the Early Years Foundation Stage. In Bradford the delivery of a range of national initiatives to support improving outcomes is focusing on supporting and improving links between schools and settings and sharing practice to benefit children's learning opportunities.

The types of settings providing early years foundation stage provision includes:

- Nursery schools/Children's Centres
- Nursery classes in primary schools
- Private day nurseries
- Pre-schools
- Playgroups
- Accredited childminders
- Independent schools

### Entitlement

1. Every 3 and 4 year old child will be entitled to 15 hours free early years education in the term following their 3<sup>rd</sup> birthday.
2. Some 3 and 4 years olds will be entitled to 30 hours free early education in the term following their 3<sup>rd</sup> birthday, subject to criteria set by the government. Please see [www.gov.uk](http://www.gov.uk) for most up to date criteria.
3. Parents/carers can be offered some flexibility in how they take up the 15 hours per week but this may depend on agreement, ability and arrangements made with providers. Parents do not have a right and so will not be allowed to defer allocation of sessions to following weeks or terms. Brackenhill offers either 5 x am or 5 x pm sessions per week only for 15 hour placements.
4. 30 hour placements will be offered as 5 x full days (8.30am-3.30pm). The lunch hour is not included in the allocated 30 hours and will therefore be charged at £1.50 per day if parents require their child to stay at school during this hour.
5. Children will take up places following their 3<sup>rd</sup> birthday if places are available. 30 hour places will be subject to the school receiving the funding code from parents. Moving children from one nursery setting to another mid-term is not recommended unless there is evidence of exceptional circumstances for doing so, or if the family have moved into the area. For admission purposes the start of the term is defined as 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.
6. Children accessing 15 hour placements will be able to purchase extra sessions in the private or voluntary sector if needed as they will have used the full 15 hour entitlement at the school.

7. Placements at Brackenhill are offered as either 15 hours or 30 hours as stipulated in point 3 and 5. The school will claim funding for the total 15 or 30 hours and therefore parents cannot access funded sessions elsewhere. Parents who are entitled to 30 hours funded child care who only take up a 15 hour placement at the school nursery will be able to use their remaining 15 hours elsewhere.
8. Where pupils attend four nursery setting for a full day parents are requested to provide a packed lunch. A charge of £1.50 per day is made towards the cost of supervision over the lunchtime period.

### **Allocation of Places**

If there are more applications for a nursery setting than there are places available the oversubscription criteria below will be used to allocate places.

Children can be admitted to nursery in the academic year of their 3<sup>rd</sup> birthday, however, priority will be given to children that have their 4<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August of the academic year of which they are applying for a place.

### **Oversubscription Criteria:**

Places in a nursery class will be allocated to children in the following priority order:

1. Looked after children – a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) at the time an application is made.
2. Children with exceptional grounds, such as special educational, social or emotional needs, as evidenced by a professional from health, social services or education – for example, children:
  - who have a significant medical condition and the child's consultant or paediatrician says they must go to a particular nursery;
  - who have social reasons supported by a relevant professional, for them to attend a particular school nursery class; or
  - children in lone parent families who have no other local family support.
3. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance and live within the priority area – 'sibling' includes biological brothers and sisters, as well as stepchildren and fostered children who are part of the same family living at the same address, but does **not** include cousins or children from different families sharing the same house. Every effort will be made to ensure that twins, triplets or children from other multiple births are able to attend the same nursery class. If this is not possible every effort will be made to support the family to gain places at another nursery.
4. For primary schools with an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance, but live outside the priority area or for primary schools without an admission priority area with a nursery class attached, children who already have an older sibling who will be attending the school at the point of admittance.
5. For primary schools with an admission priority area, children living within the priority area.
6. Other children living closest to the school's main entrance – this will be determined using the Authority's Graphical Information System process and will be the distance between the child's home address and the school's main entrance measured in a straight line. A child "home address" is the address at which they live permanently. Where a child lives with parents with shared responsibility, the parents must decide which address to use for the allocation process. We cannot use the address of a relative or childminder.

## Notes:

- (a) **The offer of a place at a nursery class attached to a primary school does not guarantee the child a place in the reception class at the same school. A fresh application will be required in accordance with the criteria for admission to reception classes.**
- (b) A child is of compulsory school age at the beginning of the term following the child's fifth birthday. Generally children leave nursery to enter reception in the school year in which they have their fifth birthday and commence full time education before reaching compulsory school age. Only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes, however where a parent insists, a child may remain in nursery class until the end of the term in which they have their fifth birthday. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Where a parent requests for their child to be admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. This means a child who remains in Nursery longer than normal might be admitted directly into Year 1.
- (c) Schools must ensure continuity of provision for any child remaining in their nursery until entering another school at a later date. As some primary schools operate a 2 point entry into reception it should not be assumed that the child will be leaving nursery at the end of the summer term.
- (d) Not all primary schools have a nursery class.
- (e) Due regard must be made to the Council's Continence Guidance 'Promoting Personal Care and Inclusive Practice' in line with the Discrimination and Disability Act DDA 1995 when admitting children to a nursery setting.
- (f) Induction and attendance arrangements for a nursery class in a primary school are at the discretion of and decided by each school.
- (g) Transport may only be provided where a child has been directed to a placement as part of an SEN assessment or EHCP.
- (h) Regular attendance is required to maintain a place in a nursery class, close liaison should take place with health visitors or social workers if there are concerns regarding a child's attendance. Brackenhill Primary's expectation of all pupils is 95% attendance and above.
- (i) No place will be allocated without the completion of a Nursery Admission Form. See Appendix A.
- (j) Vacancies arising during a school year should be filled from the school waiting list using the published criteria. Please also refer to point 3 of the 'Entitlement' section.
- (k) If a chosen nursery has no vacancies parents should be advised to contact the Children's Information Link for advice on other early years providers and settings.

- (l) There are no statutory appeal entitlements for parents/carers refused a nursery place at a school with a nursery class. Parents should follow the following procedure if they have cause to complain:
- put their concerns in writing to the school’s governing body who will consider the complaint in accordance with their complaints procedure. They will however need to comply with the published rules for admitting children to their nursery class;
  - if not satisfied they should write to Local Authority’s Early Years manager who will investigate the complaint;
  - where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

Chair of Governors: \_\_\_\_\_ Date: 6<sup>th</sup> February 2019

Headteacher: \_\_\_\_\_ Date: 6<sup>th</sup> February 2019