

Broadclyst Community Primary School **Nursery Admissions Policy** **for admission from September 2017**

This policy will be used to determine admissions to the Nursery at Broadclyst Community Primary School. This policy is meant to complement the policy for admissions to the main school from Reception to Year 6.

The Ethos

Broadclyst Community Primary School is an academy school. It will seek to create and promote a challenging learning environment that inspires children to achieve high standards and become life-long independent learners. The school will set consistently high expectations, build children's confidence and ensure engagement for all. The school will endeavour to develop creative thinkers, inquisitive questioners and avid problem solvers with flexible skills who are successful communicators. Children will learn to collaborate effectively at all levels, including working with our international partners, and be equipped to adapt to the needs of a diverse and ever changing society. By embracing technology as part of everyday teaching, the school will be able take a new approach to digital tools, embedding their use within a broad and balanced curriculum. The school will create and promote a challenging computational learning environment. The children will be taught from an early age to program, to develop good logical thinking skills, to solve problems and to collaborate effectively with their peers.

We ask parents to respect this ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

Early Years Education Funding for three and four year olds

All three and four year olds are entitled to a free Early Years education place for 570 hours a year over no fewer than 38 weeks of the year.

We expect to admit children that will be using their Early Years Education Funding and those that are both funded and buying hours. There may be some children who are only attending for funded hours and some that only attend for a combination of funded and bought hours. The minimum amount of funded time in a day is 2.5 hours and the maximum is 10 hours.

Admissions to the nursery

We admit:

- Funded three and four year olds from the start of term following their third birthday.

All children at our nursery must use at least some of their Early Years Entitlement. Any child may attend for bought sessions or hours in addition to these funded hours.

Patterns of attendance available

We are required to offer the Early Years Education Funding in a flexible way. Our school makes a core offer of:

- Morning sessions of 9:00am to 12:00pm
- Lunch (at the cost to parents) available at the start of the afternoon session
- Afternoon sessions of 12:00pm to 3:00pm
- All day sessions of 9:00am to 3:00pm
- Drop off in the morning available from 8:45am
- Pick up available between 3:00pm and 3:30pm
- All sessions are term time only

If you choose an afternoon or an all-day session this includes the lunchtime period that is 12:00 – 12:30 pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Education Funding.

Extended Hours

We only offer Breakfast and After School Club to children in the reception class or older.

Charging

If you wish to buy additional hours on top of the funded hours you can do this during any of our opening times. Please contact the school for details of current charges.

There is no charge for applying for a nursery place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

A charge cannot be made if a child is only attending the nursery as part of their Early Years Education Funding.

Details about buying additional sessions in the nursery are set out in our charging policy. This is available on request from the school and can be viewed on our website.

Childcare Vouchers

Our school accepts childcare vouchers. Please contact us to ask about the vouchers we accept. If your employer has a different voucher scheme please come to the school office to discuss your requirements.

Parents only wishing to use their 15 funded hours with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15.

We open the nursery all year round so you can spread the 570 hour entitlement across the year.

School Lunches

Free school meals (FSM) can be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age.

Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit, you should contact the school to make an appointment.

We offer stay and play taster sessions that can be attended BEFORE applications are made for a place.

Children start at the nursery at the start of the term or half term. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular toddler group;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the school will not hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

How to apply for a nursery place

Parents must complete the Nursery Admissions Application Form below and return it to the school.

The closing dates for applications for the nursery intake are: 1st April, 1st July and 1st January. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform us as this may affect your application.

You will be asked to provide date of birth evidence so we can check your child's age.

What happens next

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will we prioritise applications according to the oversubscription criteria below.

By the half term preceding any new term we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider. If you need help finding a place at another provider please contact Devon County Council.

Points of Admission to nursery for funded hours

Generally children will start at nursery at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the term following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

Children who are eligible 3 years olds		
On or after	And on or before	Funding starts:
1 st September	31 st December	Spring (after Christmas)
1 st January	31 st March	Summer (after Easter)
1 st April	31 st August	Autumn (after Summer)

Moving on to Reception in school

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time. If you have any queries about moving on from nursery to Reception at any school, please contact our Admissions Officer or the LA Admissions Team.

All children must formally apply for a place in a Reception class in any state-funded school or academy. That includes children at our nursery who wish to attend our Reception class. While there is priority for admission for nursery children, this is not a guarantee of a place. You must apply through the Local Authority where your child lives. For information about this process, please contact our Admissions Officer or Devon Admissions.

Where a child who has been offered a place in Reception and defers admission, the parent will be required to reapply for a place at the Nursery.

The admissions process

1) Children become eligible for a place when they were born:	On or after 1 April and on or before 31 August	On or after 1 September & on or before 31 December	On or after 1 November & on or before 31 March
2) Visit the nursery in:	Spring term	Summer term	Autumn term
3) Apply by:	1 May	1 September	1 January
4) Admissions panel meet in	May	September	January
5) Receive a letter about your application before:	May half term	October half term	February half term
6) Reply to the letter	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school		
7) Start at Nursery (or at the start of term closest to that month)	September Autumn Term	January Spring term	April Summer term

Nursery Admissions Number

This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below this number. If there is unexpectedly high demand and we believe we could admit more children, we will do so. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

If there is an increase in the demand for places we may decide to increase the number at the start of the following term in order to accommodate children on the waiting list and conversely reduce the number if there is a very low demand.

The table below sets out our Nursery Admissions Number:

The maximum number of 2 year olds that will be admitted at any one time:	12
The maximum number of 3 and 4 year olds that will be admitted at any one time:	36 less the number of 2 year olds

Oversubscription Criteria

The criteria in this section apply to entry at all times. When the Nursery is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Needs naming the Nursery, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
2. **Children for whom an exceptional social or medical need to attend this school is demonstrated.¹**
3. **Children whose parent is a member of staff employed here for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
4. **Children who live in our designated area who have a sibling on roll at the nursery or in the main school.**
5. **All other children who live in the designated area.**
6. **Children who live outside of the designated area with a sibling on roll at the nursery or in the main school.**
7. **Other children.**

Tie-breaker

If it is necessary to prioritise an application within any category we will use the distance from home to Nursery, as measured by the shortest walking route. The closer the child's home, the higher the priority. We measure using an electronic mapping system which can be viewed below and at www.devon.gov.uk/schoolareamaps. If this is insufficient, we will use a random number generator to draw lots. This will be conducted by a person independent of the academy.

Waiting lists

Following allocation of nursery places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child. It is possible that a child's name could go down on a list as well as up.

If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.

Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a **Note of Interest** form and told when they should submit the **Nursery Admissions Application Form** below.

Admissions appeals

If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the nursery is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the nursery if there is both the physical space and sufficient staff available.

Transport

No transport is available for pre-school children. If you have any queries regarding this, you can discuss them with the LA where your child lives – in most cases this will be Devon County Council.

¹ Each application must include evidence from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.

Claiming the Early Years Education Funding

The Early Years Education Funding can be taken at more than one provider. Although there is no upper limit on the number of providers a child can attend careful consideration must be given to ensuring that the child feels settled, safe and can form relationships with significant adults.

It is important that both the school and parent can see what time is funded and what time is being bought.

Parents must not claim more than the 15 hour entitlement, checks are carried out to ensure that over claims are not made.

Changes to attendance and Increasing the hours attended

If a place becomes available part way through a term and there is a waiting list, priority for the place will be given to children on the waiting list. If the parents on the waiting list do not want the places at the times that are available then the places can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made and the oversubscription criteria will be applied to determine who should be given priority for that place.

Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1 and 2 below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

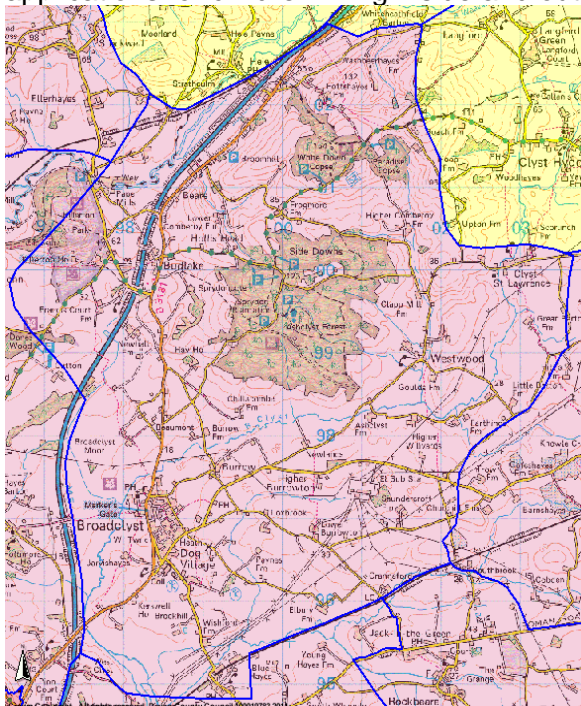
- 1) New applications from parents whose children do not yet attend the nursery.
- 2) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends

It is expected that parents will ensure that their child will attend at the times agreed on so that children can establish a routine and be ready to start school.

If a child is sick the parent must inform the school. If a child does not attend the nursery for a period of more than two weeks without informing the school that child's place may be offered to another child.

Catchment or Designated area

Our designated area is in the centre of the map, bounded by a blue line. We welcome admissions applications for children living inside and outside our designated area:



Contacts and further information

Responsible Person: Head and Admissions Committee.

Headteacher
Broadclyst Community Primary School
School Lane
Broadclyst
Exeter
EX5 3JG

01392 461288
admin@bcps.org.uk
www.bcps.org.uk

Glossary and definitions

Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan names this school will be the highest priority for a nursery place.
Home Address	<p>Where we ask for evidence of the address from which a child would attend nursery, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p> <p>We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.</p>

Member of staff	This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless they can provide a valid visa allowing entry into the country.
Oversubscription criteria	Where the number of applications exceeds the number of places available we will use our oversubscription criteria to prioritise applications.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian and this can be one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Sibling	This will be any child living in the same household as part of a single family unit. It will also include a full, adopted or half brother or sister living at a different address. To qualify as a sibling, a child must be on roll in the Nursery or on roll in Reception to Year 6.
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the school's establishment marker on Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
Uniform	Children attending our nursery are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.