

Huntingdon Nursery School Admissions Policy – September 2017

3-4 Year-Olds

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

This policy was written with reference to the principles outlined in the Department for Education: School Admissions Code, the Equality Act 2010 and the Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Eligible Two, Three and Four Year Olds.

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, the amount of floor space we have and the staffing ratios we need:

- ☐ The Governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand we will let Cambridgeshire Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children.
- ☐ If there is an increase in the demand for places the Governors may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand.
- ☐ 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 you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.
- ☐ If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Early Years and Child Care Service 0345 045 1360 who will be able to support you to find a place for your child.
- ☐ Sometimes there are fewer places than the number of children wanting them. If this happens, we use these oversubscription criteria to help us decide who will be offered places.

Nursery Sessions at Huntingdon Nursery School (HNS) for 3 and 4 yr. olds

Huntingdon Nursery School is an outstanding Nursery (Ofsted 2017)

Our Children are organised into 'family' groups', this helps us to instil a sense of belonging for all our children. Children join their family group for focused learning sessions and also enjoy a large area both inside and out where they can enjoy lots of learning opportunities while they play.

15 hour entitlement

The morning sessions runs from 9.00 to 12.00 Monday to Friday during term time

The afternoon sessions runs from 12:30 to 3:30 Monday to Friday during term time

30 hour entitlement

The sessions run from 9.00 to 3.00 Monday to Friday during term time

We have the facilities for children to eat their **packed lunch in school as part of the 30hr session**. Please make sure that your child's lunch box is named. We have no facilities to keep lunches in a fridge so please provide ice blocks if food needs to be kept

Children accessing 30hrs free early education and childcare place leave at 3.00pm unless they have paid in advance to extend the session to 3.30pm

Staffing is generous with a qualified member of staff per family group; including a min of x2 qualified teachers and a team of teaching assistants.

Prospective parents and children are welcome to visit us and are asked to call the school office to make an appointment to have a look around.

Parents are asked to complete an enrolment form and state their preference for a morning or afternoon session which we always attempt to accommodate. Proof of your child's date of birth (birth certificate or passport), and proof of your home address (eg utility bill) is required with your application.

If the parent is interested in a 30hr place a valid code must be shown and recorded in the office.

All 3 and 4 years olds become eligible for Early Education Funding from the start of the term following their third birthday.

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)	
Date child is eligible to start	When parents will be informed of successful application	School generally require a response no later than:	Typical stay and play arrangements
Spring Term (after Christmas holiday)	Week before October half term	Two weeks later	A session a week for three weeks before the end of Autumn term
Summer Term (after Easter holiday)	Week before February half term	Two weeks later	A session a week for three weeks before the end of Spring term
Autumn Term (after Summer holiday)	Week before May half term	Two weeks later	A session a week for three weeks before the end of Summer term

Nursery Admissions

Places in nursery are dealt with directly by the school using the same criteria the County use for admissions to our School. Unlike school admissions however, parents must apply directly to the school for a Nursery place, either by completing an application form, which is available from the school office, or by downloading the Nursery Application Form from the school website. To complete the enrolment process we need to see evidence of your address and your child's Date of Birth.

Over-subscription criteria – Three and Four Year Olds

Where more applications for 3 and 4 year olds are received than places are available, places will be allocated in accordance with the following over-subscription criteria:

NB: Children who have an Education, Health and Care Plan that names the school will be admitted before the over-subscription criteria are applied.

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
2. Children who are subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific nursery placement is identified.

3. Children who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher or Special Needs Officer.
4. Children who have previously attended the school under the two year old funded entitlement.

Within the remaining categories we offer places to the oldest children first

5. Children wanting to take up their full entitlement.
6. Children living in the catchment area for the nursery school, who have not yet reached statutory school age before the term of admission.
7. Children not living in the catchment area for the nursery school who have who have not yet reached statutory school age before the term of admission and have been identified as part of the two year old funded entitlement.
8. Children not living in the catchment area who have not yet reached statutory school age before the term of admission.
9. In the order in which the application was received.

In the event of a tie Break the school will provide a random ballot.

Once a place has been offered:

Parents/carers will receive a letter offering them a place at our nursery once a space becomes available.

Parents/carers are then asked to respond as quickly as possible as to whether they accept the place or whether we can offer the place to another child.

Before starting at our nursery, parents and their children are the invited to attend 'Stay and Play' Sessions. These sessions are for about an hour and offer the children the opportunity to familiarise themselves with both the staff and the facilities at our Nursery.

This is also an opportunity for parents/carers to ask any questions they have and for a key worker to get to know the children and their families before they start.

This helps us to plan individualised provision for children ensuring needs are fully met.

When the Nursery is full:

Children are kept on a waiting list and once a place becomes available the admissions criteria is referred to and the parents of the child on the list will be contacted.

Consistent attendance on a regular basis is expected of all children and this will be monitored. If children do not attend for a period of more than 2 weeks and the school has not been informed of a reason for this then places will be revoked and offered to children on the waiting list.

It is vital that all contact details are kept up to date in order for us to be able to make contact.

Remember:

Parents of children in the Nursery **MUST** apply for a Reception year school place through their Cambridgeshire Local Authority.

For school admissions please refer to the Cambridgeshire County Council website – schools admission pages.

Huntingdon Nursery School Admissions Policy – September 2017

2 year-old

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

This policy was written with reference to the principles outlined in the Department for Education: School Admissions Code, the Equality Act 2010 and the Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Eligible Two, Three and Four Year Olds.

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, the amount of floor space we have and the staffing ratios we need:

- ☐ The Governors also consider the local demand for places and the age ranges of the children wanting a place. If there is unexpectedly high demand we will let Cambridgeshire Early Years and Childcare Service know and work with them to support parents to find places in the locality for their children.
- ☐ If there is an increase in the demand for places the Governors may decide it is possible to increase the number of nursery places at the start of the following term in order to accommodate children on the waiting list or to reduce the places if there is a very low demand.
- ☐ 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 you have requested may not be available. If this is the case, we will let you know and we can have a discussion about what we can offer.
- ☐ If there are no places available we will add your child's name to our waiting list. We would also advise you to contact the Early Years and Child Care Service 0345 045 1360 who will be able to support you to find a place for your child.
- ☐ Sometimes there are fewer places than the number of children wanting them. If this happens, we use these oversubscription criteria to help us decide who will be offered places.

Eligibility for our Nursery:

2yr olds who meet the eligibility criteria will receive a letter from the Local Authority to inform them if they are eligible for a funded place. They can then apply online for an eligibility code at <https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/free-childcare-for-2-year-olds/> . This code must be presented with your application.

Proof of your child's date of birth (birth certificate or passport), and proof of your home address (eg utility bill) is also required with your application.

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			Autumn term
Summer Term (after Easter holiday)	Week before February half term	Two weeks later	A session a week for three weeks before the end of Spring term
Autumn Term (after Summer holiday)	Week before May half term	Two weeks later	A session a week for three weeks before the end of Summer term

Oversubscription Admissions Criteria – Two Year Old Entitlement

Where more applications for 2 year olds who meet the eligibility criteria are received than places are available, places will be allocated in accordance with the following over-subscription criteria:

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
2. Children who are subject of a recognised child protection plan (under current legislation and drawn up by social care services) where a specific nursery placement is identified.
3. Children who have been referred by a Social Worker, Health professional, Pre-School Specialist Support Teacher or Special Needs Officer.

For the remaining categories we offer places to the oldest children first

4. Children wanting to take up their full entitlement.
5. Children living in the catchment area for the nursery school, who have not yet reached statutory school age before the term of admission.
6. Children not living in the catchment area for the nursery school who have who have not yet reached statutory school age before the term of admission and have been identified as part of the two year old funded entitlement.
7. Children not living in the catchment area who have not yet reached statutory school age before the term of admission.
8. In the order in which the application was received.

In the event of a tie Break the school will provide a random ballot.

Once a place has been offered:

Parents/carers will receive a letter offering them a place at our nursery once a space becomes available.

Parents/carers are then asked to respond as quickly as possible as to whether they accept the place or whether we can offer the place to another child.

Before starting at our nursery, parents and their children are the invited to attend 'Stay and Play' Sessions. These sessions are for about an hour and offer the children the opportunity to familiarise themselves with both the staff and the facilities at our Nursery.

This is also an opportunity for parents/carers to ask any questions they have and for a key worker to get to know the children and their families before they start.

This helps us to plan individualised provision for children ensuring needs are fully met.

When the Nursery is full:

Children are kept on a waiting list and once a place becomes available the admissions criteria is referred to and the parents of the child on the list will be contacted.

Consistent attendance on a regular basis is expected of all children and this will be monitored.

If children do not attend for a period of more than 2 weeks and the school has not been informed of a reason for this then places will be revoked and offered to children on the waiting list.

It is vital that all contact details are kept up to date in order for us to be able to make contact.

Remember:

Parents of children in the Nursery **MUST** apply for a Reception year school place through their Cambridgeshire Local Authority.

For school admissions please refer to the Cambridgeshire County Council website – schools admission pages.

Purchased Hours – see charging policy.

There are no charges applied whilst your child accesses their free entitlement.

Funded 2yr funded sessional hours are:

9am – 12am or 12am to 3pm

Funded 3/4yr old sessional hours are:

Children eligible for 15hrs free early education place: 9am-12am / 12.30pm to 3.30pm

Children eligible for 30 hrs free early education place: 9am to 3am (6hrs a day for 5 days)

If you wish to extend your child's day at Nursery you can choose to pay in advance for:

Breakfast Club: 8am – 9am

£5.00 – includes a healthy breakfast and fun activities run by qualified staff.

After school Club:

Currently our after school club runs from 3.00pm to 3.30pm - £2.50

The session runs as part of the Nursery 15hr session and is run by qualified staff.