

Ladysmith  Federation

Ladysmith Infant and Nursery School

Nursery Admissions Policy and Oversubscription Criteria

January 2020

Policy Updated: 05/02/2020

Policy Review Date: 05/02/2021

The governing body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

As a community school Devon County Council (DCC) is the admission authority and has responsibility for setting these admission arrangements. The decision-making process is delegated to the schools governing body; the oversubscription criteria set by DCC must be followed by VC and community schools.

These arrangements seek to comply with the government's [School Admissions Code](#), the [Provider Agreement](#), the [Early Education and Childcare Statutory Guidance for Local Authorities](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

1. The Ethos of Ladysmith Infant and Nursery School

Our EYFS curriculum aims to provide opportunities for our children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and wider society.

Our goal is to ensure that all children are happy and engaged.

Through our child led curriculum, we provide an environment that allows each child to display high levels of concentration, creativity, energy and persistence. The rationale behind this is that high levels of well-being and involvement lead to high levels of child development and indicate deep learning. This curriculum concept should result in significant changes in a child's learning capacity, leading to better outcomes in relationships and life in general. We believe that children need rich opportunities to initial ideas and activities so that they develop the learning characteristics that will support lifelong learning.

Through the EYFS curriculum that we provide the children continually demonstrate their ability to

- play and explore
- learn actively
- create and think critically

We hope that all children will be inspired and motivated to actively participate in the curriculum: experiencing enjoyment and transitioning through school with the confidence and character to meet the challenges of an ever changing world.

2. Early Years Education Funding for three- and four-year-olds

- 2.1.** 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. Some children whose parents are working will be entitled to 1140 hours a year.
- 2.2.** Our Nursery is an approved provider and can admit from the start of term following their third birthday.
- 2.3.** We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 6 hours; parents cannot use more than two sites for funded early years places in one day.

3. Admissions to the nursery

- 3.1.** Ladysmith Infant and Nursery School admits:
 - Early Years funded three- and four-year-olds from the start of term following their third birthday.
 - Non-funded three- and four-year-olds from the start of term following their third birthday.

4. Points of Admission to nursery

- 4.1. 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.

3-year olds children are eligible for funding:		
On or after	And on or before	Funding starts:
1 September	31 December	Spring (after Christmas)
1 January	31 March	Summer (after Easter)
1 April	31 August	Autumn (after Summer)

- 4.2. 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.

5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 9.00am to 12.00pm and
 - Afternoon sessions of 12.00pm to 3.10pm and
 - All day sessions of 9.00am to 3.10pm during term time only.
- 5.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 1.00pm. 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 Funding.

6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- 6.2. Families that need a longer day that we can offer should contact F.I.S.H. that we partner with. They offer before and after school sessions:
- 7.30am – 9.00am before school and
 - 3.15pm – 6.00pm after school.

- 6.3.** The provision before and after school will differ from the core early years provision between 9.00am and 3.00pm, as there will be older children attending.
- 6.4.** If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. At the cost of £5.50 per hour
- 6.5.** The table below sets out our session times. When applying for a place please use the Nursery Admissions Application Form and tell us what sessions you need on the Parent Declaration Form. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours
9.00am – 12.00pm	3
9.00am – 1.00pm	4
12.00pm – 3.10pm	3
9.00am – 3.10pm	6

7. Charging

- 7.1.** There is no charge for applying for a 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.
- 7.2.** The school must comply with Devon County Councils [Provider Agreement](#)¹.

8. School Lunches

- 8.1.** [Free school meals](#) (FSM) must 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. Parents must apply through the Citizens Portal https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register
- 8.2.** 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.

9. Visiting

- 9.1.** 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

¹ The Provider Agreement is regularly updated so please make regular visits to the document.

can be offered at our nursery. If you would like to visit Ladysmith Infant and Nursery School, you should contact the school to make an appointment.

- 9.2.** Open mornings are planned in advance, the half-term before the children start at the nursery.
- 9.3.** Most children will start at the nursery at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
- 9.4.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
 - a child attends a particular toddler group or Children's Centre attached to the school;
 - a parent has expressed an interest at any time in the school; or
 - the child has always lived close to the school.
- 9.5.** No places will be held in reserve for a child who applies late; the school cannot 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.

10. How to apply for a nursery place

- 10.1. Parents must complete both the Nursery Admissions Application Form and the Parent Declaration Form and return it to the school.**
- 10.2.** The closing dates for applications for the nursery intake are: 1 May, 1 July and 1 January. You can apply after these dates, but your application may not be considered until those received by the closing date have been processed. 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.

11. Information provided in an application

- 11.1.** 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.
- 11.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 11.3.** You will be asked to provide date of birth evidence so we can check your child's age.

12. What happens next

- 12.1.** 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 the governing body prioritise applications according to the oversubscription criteria below.
- 12.2.** We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 12.3.** By May half term, October half term and February half 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.
- 12.4.** If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

13. Overview of 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:	1st May	1 st September	1 st January
4) Admissions panel meet in:	May 13 th	16 th September	13 th 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. 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

14. Published Nursery Admissions Number (PNAN)

- 14.1.** 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 the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. 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.
- 14.2.** The governing body also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.

- 14.3.** If there is an increase in the demand for places the governors may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 14.4.** The table below sets out our Published Nursery Admissions Number (PNAN) for 2020/2021

The maximum number of 3 and 4-year-old children that will be admitted at any one time:	52
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- 14.5.** Where the number of applications exceeds the number of places available the governing body will use the following **oversubscription criteria** to prioritise applications for both funded and bought hours:
1. A child with an Education, Health and Care Plan naming the school will be admitted.
 2. 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.
 3. Children with an exceptional medical or social need to attend this nursery.
 4. Children who live in the school's designated area who have a sibling at the school.
 5. All other children who live in the designated area.
 6. Children who live outside of the designated area with a sibling at the school.
 7. Other children.

15. Waiting lists

- 15.1.** Following the 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 or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 15.2.** 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.
- 15.3.** 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 apply.

16. Increasing the hours attended

- 16.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to existing children in the Nursery awaiting additional hours. These spaces, if not taken up by existing children, will be offered to those on the waiting list.

17. Admissions appeals

- 17.1.** If a nursery place is refused, parents can go through the school's complaints process to express their concerns. The governing body 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.

18. Claiming the Early Years Education Funding

- 18.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
- 18.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 18.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

19. Changes to attendance

- 19.1.** 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) Requests by parents whose children attend the nursery and they want to increase OR change the times their child attends.
 - 2) New applications from parents whose children do not yet attend the nursery.
- 19.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

20. Induction and transition arrangements for starting nursery

Informal meetings will be arranged for new children to enable smooth transition into our Nursery.

We hold Stay and Play sessions towards the end of the term before your child is due to start in Nursery, where you and your child will have the chance to

- Meet and spend time with the Nursery staff
- Share with us a little more about your child and their interests
- Have a look around the Nursery
- Ask any question
- Meet other new starters

Meet and Greet sessions are held at the beginning of a term prior to your child starting in Nursery and are an opportunity for us to have a more detailed conversation about your child and their needs and interests. You will also spend some more time in the Nursery, allowing your child to familiarise themselves with the environment and staff. Children will not be able to start Nursery unless they have attended a Meet and Greet session.

21. Contacts and further information

School Business Manager: Jessie Hay	E-mail:	finance@ladysmithfederation.net
	Telephone:	01392 271596
	Website:	http://www.ladysmithfederation.net

22. Policy Version

22.1. This policy was determined by the governing body on 05/02/2020.