

FARLEY HILL PRIMARY SCHOOL



Nursery Admissions Policy

Governing Body Responsibility: Full Governing Board	Approved: December 2023
	Next Review 2024

FARLEY HILL PRIMARY SCHOOL NURSERY ADMISSION POLICY

In accordance with Wokingham Borough Council policy, all eligible three- and four-year-olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours early learning and care per week, for 38 weeks per year during term time. It is generally regarded as good Early Years practice that your child attends only one setting for their free entitlement, as this is believed to be in the best interests of a child.

No free place will be offered to a child who already attends part time at another state registered Foundation Class where their free provision is already being claimed.

Guidance for parents as to when their child become eligible for a free part time place

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring Term (January)
1 January and 31 March	Summer term (April)
1 April and 31 August	Autumn term (September)

Our admission number at Farley Hill is set taking into consideration the staffing levels and physical space available at the Early Years setting. The admission number is set by the Local Authority and can only be varied by the Local Authority; it will be published on an annual basis. The number of nursery children that can be accommodated at Farley Hill is 52 (part time).

At Farley Hill, for three- and four-year-olds, we will offer the following:

15 hours funding as either:

Five x3 hour sessions per week, taken either as daily morning sessions (8.30 – 11.30am)

Or

Five x3 hour sessions per week, taken as daily afternoon sessions (12.30 – 3.30pm).

Example 1 to show 15 funded hours over 5 mornings

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 11.30	Funded AM Session	Funded AM Session	Funded AM Session	Funded AM Session	Funded AM Session
11.30-12.30	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
12.30-3.30	Afternoon session	Afternoon session	Afternoon session	Afternoon session	Afternoon session

Example 2 to show 15 funded hours over 5 afternoons

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 11.30	AM Session	AM Session	AM Session	AM Session	AM Session
11.30-12.30	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
12.30-3.30	Funded PM session	Funded PM session	Funded PM session	Funded PM session	Funded PM session

A limited number of full day (30 hours a week) spaces are available.

30 hours – Extended Entitlement

Some three- and four-year-olds are eligible to a funded Early Years place of 30 hours a week.

Parents applying for a full day (30 hours) will need to meet the eligibility criteria for Extended Entitlement and provide their eligibility code by the advertised deadline. Details of requirements for eligibility for this funding can be found at <https://www.childcarechoices.gov.uk>.

It is the responsibility of the parents to apply via <https://www.gov.uk/apply-free-childcare-if-youre-working> and to prove their eligibility and failure to do so will result in withdrawal of the 30-hour place.

Please note – The 30 hours funded place does NOT cover the lunchtime period (11.30am - 12.30pm). This will incur an additional cost for the lunchtime period (our Picnic Club) and must be paid privately by parents at a cost of £5 per day. Each child must bring a packed lunch and will be supervised and supported by fully trained Nursery staff. Alternatively, of course, parents can opt to take their child home over the lunch period (11:30-12:30pm).

Unfortunately, a place in our Nursery does not guarantee a place in Reception at Farley Hill Primary School.

A separate application for admission to Reception at Farley Hill will need to be made in accordance with the Local Authority admissions scheme to Wokingham Borough Council.

The Nursery team includes a qualified Early Years teacher and Early Years Practitioners. Subject to the number of places available, children are eligible to join the Nursery the term after their third birthday (as indicated in the guidance above).

Home visits

Home visits are arranged by the Nursery team who will offer to visit parents and their child in their home, before their child starts Nursery. Home visits are also offered to children starting Reception from other early years settings. Home visits are highly recommended as they help children to build secure relationships with new adults in nursery or reception and they help to build positive relationships with parents and carers too. At the beginning of term when children first start Nursery our days may be staggered with shorter introductory sessions to ensure that the children settle quickly and happily.

Applications

Applications should be made using the standard application form issued with this policy.

Parents can either telephone the school to ask for an application form to register their child on our Nursery waiting list or download, complete and return the application form on our website.

Parents should apply direct to the school office by:

- **31 May (or nearest working day) for admission in the following January - notification first week of July**
- **31 October (or nearest working day) for admission in the following April – notification first week of December**
- **28 February (or nearest working day) for admission in the following September notification first week of April**

The child's date of birth determines their position on the waiting list and initial priority for places. Priority is given to four-year-old children to ensure that children receive Nursery education before entering Reception.

All applications will be considered by the Nursery Manager and one other member of staff nominated by the Governing Body, and places will be offered in accordance with the published admissions criteria.

On application for a place, parents will be asked to provide evidence to verify the child's date of birth such as a birth certificate or another form of identity such as passport. Where the Nursery is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill, as well as child benefit payment arrangements or medical card. When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required. Where a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday 6pm to Friday, including nights). Parents will be asked to declare that the address used will be their place of residence; your child's offer of a place may be withdrawn if false or misleading information is given.

Morning/Afternoon Sessions

Parents may, on application, express a preference for either morning or afternoon sessions. If there are particular reasons for requesting either morning or afternoon sessions, please include an explanation of these with your application.

Where numbers and resources allow preferences will be considered however, it is not always possible to accommodate all preferences.

We do not offer the option of mixed morning and afternoon sessions. If parents wish to change sessions once their child has started at Nursery, they must give particular reasons for requesting the change. The request will be considered taking into account numbers, resources and the best interests of the child.

Allocation of places (oversubscription criteria) in line with WBC policy

The following criteria will be used to allocate the available places for the Nursery when we have received more applications than can be accommodated:

Criteria A

Priority will be given to relevant looked after children. A "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a setting is made, and who the Local Authority has confirmed will still be looked after at the time when admitted to the setting"

Criteria B

Children known by the Local Authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. a medical practitioner

Criteria C

Children whose permanent home address is in the designated area for Farley Hill Primary School and who have a brother or sister or step brother or step sister or any other child (including an adopted or foster child) for whom the parents have parental responsibility, living at the same address, who will be at Farley Hill Primary School when the applicant enters the Foundation Stage

Criteria D

Children whose permanent home address is in the designated area for Farley Hill Primary School

Criteria E

Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other children as determined by the Schools Adjudicator (including an adopted or foster child) for whom the parents have parental responsibility, living at the same address, who will be at Farley Hill Primary School when the applicant enters the Foundation Stage

Criteria F

Any other children

Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Farley Hill Primary School, in terms of radial distance. Distances will be measured consistently, using the Local Authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked school.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. If you

wish to be removed from the waiting list, please inform us immediately. The waiting list will be retained until the end of Nursery.

Late Applications

If an application is received after the deadline and before the date, parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in year' application. Places will be offered if available or names added to the waiting list.

Multiple births or children with birth dates in the same academic year.

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the foundation stage unit going above the admission number.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school office within two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder issued and failure to respond to this may result in the place being withdrawn and, in the case of oversubscription, a place offered to the next on the waiting list.

Parents are requested to advise the school office at any stage, if they are not accepting the place for any reason.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges will be made for additional services over and above the full free entitlement (as specified above for picnic club) where parents choose to purchase these.

Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the Nursery may exceed the number of registered places. This is subject to Ofsted and/or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Attendance

Regular attendance at school is essential if your child is to make good progress. Please help your child to attend regularly and punctually. It is vital to establish good attendance habits from the outset and as such, our school attendance policy applies to all children at our Primary School including those in Nursery and Reception who have yet to reach statutory school age. (In accepting your child's place at our School, you are also accepting our school policies of which our attendance policy is one.)

Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, Race Relations Acts 1976 and 2000, Human Rights Act 1998, Disability Discrimination Acts 1995 and 2005 and Equality Act 2006. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

If your child has an identified special needs or disability, we ask that this is brought to our attention as soon as possible so that we can work with you to provide the best start and education for your child.

Start dates

All children due to start in any particular term will be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks. Before your child starts we will offer a home visit and settling in session(s).

Use of personal data

All personal information is covered by the relevant Data Protection law and will be held by the school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose. The school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the school.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.