

# Burlish Park Primary School



## NURSERY ADMISSIONS POLICY

Date: March 2019

Ratified by the School Improvement Board: March 2019

Review Date: July 2020

Signed:..... (Chair of Governors)

Date:.....

The local authority has delegated the admissions of Nursery children to the governing body of community and voluntary controlled schools. Parents and guardians wishing to apply for a place must complete the Burlish Park Primary School Nursery enrolment form, available from the school office or website and it should be submitted directly to the school. For children who will be 3 years old by 1<sup>st</sup> September, the Nursery offers three separate placement options and priority is given in the order below:

**Option 1 - For those eligible for 30 hours funding**

- Monday – Friday 8.50am – 3pm

**Option 2 -For those eligible for 15 hours funding- Either**

- Monday and Tuesday, 8.50am – 3pm, Wednesday 8.50am – 11.50am

Or

- Wednesday 12.00pm – 3.00 pm, Thursday & Friday, 8.50am – 3pm

*There may be the option to buy three extra hours at approx. £4.20 per hour on the Wednesday if 3 full days are required.*

**Option 3 - Parents who wish to use 15 hours funded childcare but not in a 2 ½ day block placement will be offered sessions where we have availability. Please note these may be full days or half days depending on capacity.**

**Eligibility for 30 Hours Funding:**

- For families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year

School offers a total of 30 hours of free childcare per week, over 38 weeks (term time only) **Burlish Park Primary do not offer stretched funding over 52 weeks. The funded hours must be used throughout the 38 weeks of term time only. Therefore the funding cannot be used for any care during the school holidays.**

An initial intake in September will allocate places to children who are 3 years old by 1<sup>st</sup> September that year. Where places are available, a further intake in the following January may be considered for children who will be 3 years old by January 1<sup>st</sup>.

When Admission to the nursery is over-subscribed, applications for entry will be ranked according to the following criteria:

- “Looked after” children (as defined in the Education Act 2002 – Admissions)
- 30 hour placements (Option 1) for those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the applicant’s proposed admission, who are living at the same address as part of the same family unit.
- 15 hour placements (Option 2) for those children who live in the catchment area of this school who will have a sibling attending this primary school at the time of the

applicant's proposed admission, who are living at the same address as part of the same family unit.

- 30 hour placements (Option 1) for those children who live in the catchment area of this school.
- 15 hour placements (Option 2) for those children who live in the catchment area of this school.
- 30 hour placements (Option 1) for those children who live outside the catchment area of this school, with a sibling attending this school at the time of the applicant's proposed admission.
- 15 hour placements (Option 2) for those children who live outside the catchment area of this school, with a sibling attending this school at the time of the applicant's proposed admission.
- 30 hour placements (Option 1) for those children who live outside the catchment area of this school who live the nearest calculated in a direct straight line from the child's permanent place of residence to the school.
- 15 hour placements (Option 2) for those children who live outside the catchment area of this school who live the nearest calculated in a direct straight line from the child's permanent place of residence to the school.
- Option 3 or requests for below the 15 hours provision.

#### **Procedures for Admission**

When a place is available, the school will inform the applicants during the term before the child would start at Nursery. Parents/Guardians will need to accept the place in writing, on the reply form provided.

If demand is high, applicants may be unsuccessful and they will be informed of this in the term before their child would have entered the Nursery. They will then have the option of being placed on a waiting list in criteria order.

**A place at the Nursery does not give preference or priority for admission to the Primary School. A separate application must be made via Worcestershire County Council School Admissions.**

**There will be an annual review of this policy by the Senior Leadership Team and a major review involving the School Improvement Board and Early Years Staff will take place every three years.**