

Sebert Wood Community School – Nursery Admissions Policy



Date reviewed: May 2018

To be reviewed: Spring 2019

Approval by Full Governing Body

Signature of Chair of Governors:

Sebert Wood Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications to Nursery classes. In setting this policy we have followed the principles outlined in the following documents:

Department for Education: School Admissions Code

Equality Act 2010

Statutory Guidance for Local Authorities on the Delivery of Free Early Education for 3 & 4 Year Olds

Principles

Sebert Wood is committed to providing a fair and open admissions system where each applicant is considered fairly and objectively. We aim to deliver flexible care and education in a way which supports all parents, assists those who work and those seeking to work. We offer places in line with guidelines set out by Suffolk County Council regarding lengths of sessions. We are committed to all families having equality opportunity. If you require any further help or explanation please contact our school office on 01284 755211.

Eligibility and Allocation of Places

Any child can apply to attend Sebert Wood Nursery subject to our admissions criteria. Sebert Wood School offers 3 hourly sessions each weekday during school term time. These are led and overseen by qualified Early Years staff. *Please note the attendance at Sebert Wood Nursery Class does not guarantee a place at Sebert Wood School and parents must apply separately for a Reception class place at the school of their choice.*

- At Sebert Wood we operate an initial annual intake into the Nursery Class in September, therefore the children would join in the September following their third birthday.
- We operate on the capacity for a 52 place Nursery but this is dependant upon the number of applications we receive and subsequent funding through the government funded hour's system. We may also offer additional paid sessions (subject to availability).
- We set an annual deadline for receipt of applications to our Nursery in line with the National Offer Day for Primary Schools. We then apply the Nursery admission criteria (appendix 1) to those applications.
- Applications received after the deadline may be considered should spaces still be available (using the criteria in appendix 1).
- Wherever possible, we will try to give your child a place at 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 offer.

- 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 Suffolk Early Years and Childcare Services know and work with them to support parents to find places in their locality. Likewise, if there is low demand we reserve the right to reduce the Nursery Class provision accordingly.

Points of admission

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

Birthday	Free early education from beginning of
1 st September to 31 st December	Spring Term (after Christmas Holiday)
1 st January to 31 st March	Summer Term (after Easter Holiday)
1 st April to 31 st August	Autumn Term (after Summer Holiday)

Purchased Hours

- Our sessions (both funded and purchased) run from 8.30-11.30 and 12:20-15:20 Monday to Friday during term time.
- Parents can purchase additional time over the lunch period and also additional 3 hour sessions in the nursery, subject to availability.
- Pelican’s breakfast club sessions are available 7.45-8.30 (subject to availability). Bookings and payments can be made via the School Gateway.
- Catkins lunch club sessions are available 11.30–12.20(subject to availability). Bookings and payments can be made via the School Gateway.
- Additional hours of childcare can be purchased at **£12.00** per 3 hour session and should be booked through the school office
- After school care beyond 15.20 (up until 18:00) is offered onsite by New Moreton Hall Pre-school. Parents should contact them directly on 01284 702129 to arrange this.

Additional sessions booked on a regular basis will remain allocated throughout the year, subject to fees being kept up to date and receipt of our “additional sessions” agreement letter. Payment will be required in advance. Days off for illness or other reasons cannot be refunded, unless exceptional circumstances are agreed. Payment should be made via School Gateway (including childcare vouchers). Parents unable to use this system should discuss this with a member of the office team.

Please see our charges and remissions policy for further details and non payment of fees schedule. We reserve the right to reallocate a place following a period of 4 weeks non attendance.

We recognise that the cost of registered childcare and education may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service with fully qualified Early Years staff is costly and to ensure the continued high standards and sustainability of the service, we must ask parents and carers to respect our policy in respect of fees.

When a parent/carer contacts the setting enquiring about a place for their child, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available. If a place is available the parent/carer and the child will be invited to visit the setting. This is an ideal opportunity for parent/carers to ask questions about the setting.

Appendix 1**Nursery Admission Criteria**

Priority is given in the following order:

1. Children already attending the Nursery (previously admitted).
2. Looked after children (Children in Care) and previously looked after children.
3. CPP or E/HCP - CPP - Children who are the subject of a recognized child protection plan (under current legislation and drawn up by social care services) where a specific school nursery placement is identified OR E/HCP - Children (ages 3 or 4 years old) that have an Education and Health Care plan, (which names Sebert Wood Nursery) must be offered a place.

Once the first 3 priority criteria have been applied, should there still be availability, the criteria in the table below is applied.

Priority	Sibling within the school (R-6 at start of entry)	Catchment	Universal 15 hour entitlement	Extended 30 hour entitlement	Less than 30 hours funded (in number of session order)	Additional purchased sessions (in number of session order)	DOB Order
4	✓	✓	✓				✓
5	✓	✓		✓			✓
6	✓		✓				✓
7	✓			✓			✓
8		✓	✓				✓
9		✓		✓			✓
10			✓				✓
11				✓			✓
12	✓				✓		✓
13					✓		✓
14						✓	✓

Tie Break

If there are not enough spaces for children requesting places, and it is not possible to distinguish between applicants in a particular category having applied the above criteria then a random ballot will take place.

Appendix 2

Definitions

Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2001 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Siblings

Children who are brothers and sisters of, or who live as a family at the same address as pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

Twins and triplets

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the nursery wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative setting with sufficient vacancies to accommodate both or all of the multiple birth siblings.

Ordinarily resident

By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Universal 15 hour Entitlement

5 x 3 hour sessions per week - 5 morning sessions or 5 afternoon sessions per week.

Extended 30 hour Entitlement

10 x 3 hour sessions per week - 5 morning sessions and 5 afternoon sessions per week.
Not to include Breakfast club, Catkins or After School Club.